

**THE CITY OF MOBILE  
MOBILE, ALABAMA**



**PROJECT MANUAL  
FOR  
SERVICE CONTRACT – JANITORIAL SERVICES  
VARIOUS CITY OF MOBILE LOCATIONS**

SC-031-19

City of Mobile, Alabama  
Building Services Department  
P. O. Box 1827  
Mobile, AL 36633-1827  
(251) 208-7454

June 19, 2019

Bid Date: July 17, 2019

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**INVITATION TO BID**

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You are invited to submit a sealed bid for the following Service Contract:

**PROJECT NAME:** SERVICE CONTRACT – JANITORIAL SERVICES  
**PROJECT LOCATION:** VARIOUS CITY OF MOBILE LOCATIONS  
**PROJECT NUMBER:** SC-031-19

All as described in the Specifications (Documents) prepared by the City of Mobile, Building Services Department.

**1. BID DATE:**

- A. Sealed formal Proposals of a stipulated sum (fixed price) will be received and clocked in until **2:00 P.M., Wednesday, July 17, 2019**, in the office of the City Clerk, Government Plaza, 205 Government St., Mobile, Alabama, South Tower, Ninth floor, Room 908
- B. All Bids not clocked in at the City Clerk's Office prior to the time specified, or Bids received after the specified time, will be automatically rejected and returned immediately, unopened.
- C. Bids will be publicly opened and read at 2:30 P.M. in the Building Services Conference Room, Government Plaza, 205 Government St., Mobile, Alabama, South Tower, Fifth floor, Room 558.

**2. BID DOCUMENTS AND SPECIFICATIONS:**

- A. The Project Manual, including all Bid Documents and Specifications, may be obtained from the City of Mobile, Department of Building Services, Government Plaza, 205 Government St., Mobile, Alabama, South Tower, fifth floor, or the City of Mobile's website: [www.cityofmobile.org/bids](http://www.cityofmobile.org/bids). No deposit will be required.

**3. BID SECURITY: (Required only if Total Bid is \$10,000 or more)**

- A. Cashier's Check drawn on an Alabama bank and made payable to the City of Mobile or Bid Bond in the amount of 5% of the Bid Amount but in no event more than \$10,000, is required to accompany bid.
- B. Bid Bond shall be valid for a minimum of 60 days from the date of the Bid.

**4. MANDATORY PRE-BID CONFERENCE**

- A. There will be a Mandatory Pre-Bid Conference held on **Thursday, June 27, 2019 at 10:00am** in the REAM Conference Room, #558, 5<sup>th</sup> Floor, South Tower, Government Plaza, 205 Government Street, Mobile, AL 36602. Only bidders that attend may submit a bid.

**5. IRREGULARITIES AND REJECTION:**

- A. The City of Mobile reserves the right to waive irregularities in the Bid and in Bidding, and to reject any or all Bids.

END OF SECTION

## INSTRUCTIONS TO BIDDERS

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### THE ATTENTION OF ALL BIDDERS IS CALLED TO THE FOLLOWING INSTRUCTIONS:

#### 1. BIDDING DOCUMENTS:

- A. Bidders may obtain complete sets of Bid Documents and Specifications (Project Manual) from the Department of Building Services as listed in the Invitation to Bid.
- B. Bidders shall use the complete set of documents in preparing their bid. The City of Mobile assumes no responsibility for errors or misinterpretations resulting from use of an incomplete set of documents.

#### 2. INTERPRETATION OF BID DOCUMENTS:

- A. Bidders shall carefully study and compare the Bidding Documents and compare the Bidding Documents with each other, shall examine the site and local conditions and shall at once report to the Service Contract Administrator errors, inconsistencies or ambiguities discovered.
- B. Bidders requiring clarification or interpretation of the Bidding Documents shall make a written request to the Service Contract Administrator at least three (3) calendar days prior to the date for receipt of Bids.
- C. Interpretations, corrections and changes to the Bidding Documents will be made by a formal, written Addendum. Interpretations, corrections and changes to the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely on them.

#### 3. BIDDING PROCEDURES:

- A. No Bid will be considered unless made out and submitted on the Bid Form as set forth herein.
- B. All blanks on the Bid Form shall be legibly executed in a non-erasable medium. Sums shall be expressed in both words and figures. In case of discrepancy, the amount written in words shall govern.
- C. Interlineations, alterations and erasures must be initialed by the signer of the Bid.
- D. All requested Unit Prices and Allowances shall be bid and the Schedule of Values completely filled in.
- E. Addenda issued prior to the opening of Bids shall be acknowledged on the Bid Form and any adjustment in cost shall be included in the Contract Sum.

#### 4. BID SECURITY:

- A. Cashier's Check drawn on an Alabama bank and made payable to the City of Mobile or Bid bond in the amount of 5% of the initial term (one year's) Bid Amount, but in no case more than \$10,000, is required to accompany Bid if Total Bid is \$10,000 or more. By submitting a Bid Security, the Bidder pledges to enter into a Contract with the City of Mobile on the terms stated in the Bid, and will, if required, furnish bonds covering faithful performance of the Contract and required insurance certificate. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds or insurance, the

amount of the Bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.

- B. Bid Bond shall be valid for a minimum of sixty (60) days from the date of Bid. The Owner reserves the right to retain the security of all Bidders until the successful Bidder enters into the Contract or until sixty (60) days after Bid opening, whichever is sooner.
- C. Bonds must be issued by a Surety licensed to do business in the State of Alabama and must be signed or countersigned by a licensed resident agent of the State of Alabama. If the project cost is more than \$50,000.00 the Surety must have a minimum rating of A/Class VI as reported by the latest issue of Best's Key Rating Guide Property-Casualty published by Alfred M. Best Company, Inc.
- D. Power of Attorney is required for all Bonds.

**5. EXAMINATION OF DOCUMENTS AND SITE OF THE WORK:**

- A. Before submitting a Bid, Bidders should carefully examine the Specifications, visit the site of the Work, fully inform themselves as to existing conditions and limitations, and include in the Bid a sum to cover the cost of all items included in the Contract and necessary to perform the Work. The submission of a Bid will be considered as conclusive evidence that the Bidder has made such examination.

**6. SUBMISSION OF BIDS:**

- A. Bid, Bid Security and other supporting data as specified shall be submitted in a sealed, opaque envelope, approximately 9" x 12" or larger and shall be marked on the outside with the words, **“Sealed Bid for SERVICE CONTRACT – JANITORIAL SERVICES – VARIOUS CITY OF MOBILE LOCATIONS”** along with the Building Services Department’s project number, the Bid Date, and Service Contractor's name, address, and City of Mobile license number.
- B. Bids shall be deposited at the designated location prior to the time and date for receipt of Bids. Bids received after the time and date specified in the Invitation to Bid, or as modified by Addendum, will not be considered. Late Bids will be returned to the Bidder unopened.
- C. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- D. Oral, telephonic, facsimile or other electronically transmitted bids will not be considered.

**7. MODIFICATION OR WITHDRAWAL OF BIDS:**

- A. A Bid may not be modified, withdrawn, or canceled by the Bidder for a period of sixty (60) days following the time and date designated for receipt of bids, and each Bidder so agrees in submitting a Bid.

**8. CONSIDERATION AND AWARD OF BIDS:**

- A. At the discretion of the City, the properly identified Bids received on time will be publicly opened and will be read aloud.
- B. The City shall have the right to reject any and all Bids. A Bid not accompanied by a required Bid security or by other data required by the Bidding Documents, or a Bid which is in any way incomplete or irregular is subject to rejection.

- C. It is the intent of the City to award a Contract to the lowest responsible and responsive Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The City shall have the right to waive informalities and irregularities in a Bid received and to accept the Bid which, in the City's judgment, is in the City's best interest.
- D. The award shall be based on the lowest Total Base Bid as listed on the Bid Form.
- 9. PROOF OF COMPETENCY OF BIDDER:**
- A. Bidders may be required to furnish evidence satisfactory to the City of Mobile that they have sufficient means and experience in the types of work called for to assure the completion of the Contract in a satisfactory manner.
- 10. SIGNING OF CONTRACT:**
- A. The Standard Service Contract Between City of Mobile and Service Contractor included herein shall serve as the Agreement between the City and Service Contractor.
- B. The Bidder to whom the Contract is awarded shall, within ten (10) calendar days of receiving the Contract Forms, properly execute and deliver to the Service Contract Administrator, the following items with the signed Agreement:
1. Certificate of Insurance (original), along with all required endorsements
  2. Evidence of enrollment in the E-Verify program.
  3. Evidence of enrollment in the City of Mobile's Vendor Self Service (VSS)  
<https://mobileselfservice.tylertech.com/Vendors/default.aspx>
  4. Other documentation as required by the Contract Documents.
- C. Failure or refusal to sign the Agreement or to provide the Bond, Certificates of Insurance in a form satisfactory to the City of Mobile, E-Verify verification, or other required documentation, shall subject the Bidder to immediate forfeiture of Bid Bond or Bid Check.
- 11. SOCIALLY AND ECONOMICALLY DISADVANTAGED EMPLOYMENT:**
- A. Contractor shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all contractors performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen (15%) percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.
- 12. AMERICANS WITH DISABILITIES ACT (ADA):**
- A. Bidders shall comply with the provisions of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against individuals with disabilities.
- 13. USE OF DOMESTIC PRODUCTS:**
- A. Section 39-3-1, Alabama Code, 1975, provides that the Service Contractor agree, in the execution of this Contract, to use materials, supplies and products manufactured, mined, processed or otherwise produced in the United States or its territories, if available at reasonable prices, and that breach of this Agreement by the Service

Contractor shall result in the assessment of liquidated damages in an amount not less than \$500.00 nor more than twenty (20) percent of gross amount of the Contract Price.

**14. NON-RESIDENT (OUT OF STATE) SERVICE CONTRACTORS:**

- A. Preference to Resident Service Contractors: Section 39-3-5, Code of Alabama, 1975, provides that a non-resident (out of State) bidder domiciled in a state which grants a preference to local Service Contractors is to be awarded a public contract on the same basis as the non-resident bidder's state awards contracts to Alabama bidders. Alabama bidders are given a preference to the same extent that a non-resident bidder receives a preference in his home state. A non-resident bidder must include with any written bid documents a written opinion of an attorney licensed to practice in the non-resident bidder's state declaring what preferences, if any, exists in the non-resident's state.
- B. Certificate of Authority: All non-resident (out of State) corporations must register with the Secretary of State and obtain a Certificate of Authority before doing business in the State of Alabama. Out of state Bidders should register and secure the required Certificate before submitting a Bid. The account number shall be included on the Bid Form.

**15. LOCAL PREFERENCE AWARDS**

- A. The City of Mobile awards contracts to the lowest responsible bidders in competitive bidding processes prescribed by Alabama law. Section 41-16-50 of Alabama Code allows the City to establish competitive bid preferences for local businesses and certain other types of Alabama businesses. Here's how these preferences work:
- 1) The Competitive Bid Law applies to the expenditure of funds for labor, services, work, for the purchase of personal property with a value of \$15,000 or more, and for the lease of personal property where the terms of the lease require payment of \$15,000 or more.
  - 2) State law authorizes local preferences for acquisitions under the Competitive Bid Law. Local preferences do not apply to contracts for improvements to public property under the Public Works Law.
  - 3) Resident Responsible Bidders- The City may award a bid to a responsible bidder with a place of business within the City or its police jurisdiction if the bid is no more than 5% more than the lowest responsible bidder. The City may apply the 5% preference when the apparent lowest responsible bidder is located anywhere outside the City or its police jurisdiction.
  - 4) Foreign Entities- A foreign entity is a business that does not have a place of business within the State.
  - 5) Preference for Resident Responsible Bidders against Foreign Entities- The City may award a bid to a responsible bidder with a place of business within the city or its police jurisdiction if the bid is not more than 10% more than the apparent lowest responsible bid submitted by a Foreign Entity.
  - 6) Preference for Disadvantaged Businesses- The City may award a bid to a "qualifying" responsible bidder with a place of business anywhere in the State if the bid is not more than 10% more than the apparent lowest responsible bid from a Foreign Entity. For purposes of this preference, a "qualifying"

responsible bidder is: (1) a woman-owned enterprise; (2) an enterprise of small business, as defined in Section 25-10-3; (3) a minority owned business enterprise; (4) a veteran-owned business enterprise; or (5) a disadvantaged-owned business enterprise.

**B. Summary of Preferences:**

Local business has a 5% price preference over a lowest bidder that has a place of business in Alabama but not local to the City. Local business has a 10% price preference over a lowest bidder that does not have a place of business anywhere in Alabama. A small, woman-owned; minority-owned; veteran-owned; or disadvantaged owned business, that has a place of business in Alabama, has a 10% preference over a lowest bidder that does not have a place of business in Alabama.

**C. City Discretion:**

The City has the sole discretion whether to apply these preferences to a particular bid award, and to determine whether a responsible bidder meets the preference categories described above.

**D. “Place of Business”:**

The City considers a “place of business” to be a specific location actually occupied, either continually or on a regular basis, by the owner or someone in the owner’s employment. It should be a place where the public can engage in commercial transactions, or regular, routine operations are conducted by employees in furtherance of the business enterprise. An occasional use or occupation of a place for business purposes is not sufficient to constitute a place of business. Mere unimproved pieces of property used simply for storage, or locations that serve purposes primarily other than that single entity’s “place of business,” such as an individual’s home or residence, or an agent’s or attorney’s office who may represent multiple parties out of that specific location, do not qualify as a “place of business” for these purposes.

“Owned” means 51% or greater active ownership by a person or persons of the designated preference category.

**E. Questions to be answered by all vendors (regardless of whether intending to claim a preference):**

- 1) Do you operate a place of business within the City of Mobile or the City’s police jurisdiction? If so, please describe the nature and location of your business facility here, addressing the factors mentioned above.
- 2) If you do not have a place of business within the City or the City’s police jurisdiction, do you operate a place of business within the State of Alabama? If so please describe.
- 3) Should the City consider your business: woman-owned, a small business, minority-owned, veteran-owned, or disadvantaged-owned? If so, please provide any evidence for why the City should consider your business to be characterized in one or more of these categories. Please submit any current certifications you may have relating to these categories.



**16. ALABAMA IMMIGRATION ACT**

- A. The State of Alabama Immigration Law (Act No. 2011-535 as amended by Act No. 2012-491), requires that Service Contractors not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. In addition, Service Contractors are required to enroll in the federal E-Verify program and submit verification of enrollment to the City.

**17. ANTI-BOYCOTT STATEMENT**

- A. Public contracts with entities engaging in certain boycott activities:  
(a), Per State of Alabama Code, Section 41-16-5 (b), (Act No. 2016-312), subject to subsection (c), a governmental entity may not enter into a contract governed by Title 39 or Chapter 16, Title 41, with a business entity unless the contract includes a representation that the business entity is not currently engaged in, and an agreement that the business entity will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
- B. (c) (1) This section does not apply if a business fails to meet the requirements of subsection (b) but offers to provide the goods or services for at least 20 percent less than the lowest certifying business entity.
- C. This section does not apply to contracts with a total potential value of less than fifteen thousand dollars (\$15,000).
- D. Nothing in this section requires a business entity or individual to do business with any other particular business entity or individual in order to enter into a contract with a governmental entity.

**18. CITY OF MOBILE BUSINESS LICENSE**

- A. City of Mobile Business License is required and must be current at time of bidding.

END OF SECTION

## BID FORM

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The following Bid Format shall be used. Bids submitted on alternate forms may be rejected. Fill in all blank spaces with an appropriate entry. Bid Form must be signed by an officer of the company and notarized.

**TO:** City of Mobile, 205 Government St., P.O. Box 1827, Mobile, AL, 36633-1827

**REF: PROJECT NAME:** SERVICE CONTRACT – JANITORIAL SERVICES

**PROJECT LOCATION:** VARIOUS CITY OF MOBILE LOCATIONS

**PROJECT NO.:** SC-031-19

In compliance with the Bid Documents and having carefully and thoroughly examined said documents for the subject Work prepared by the City of Mobile, Building Services Department and dated June 19, 2019; and all Addenda (before submitting any bid it is the Bidder's responsibility to check with the Building Services Department for all Addenda or special instructions that may impact the Bid) thereto, receipt of which is hereby acknowledged, the premises and all conditions affecting the Work prior to making this Proposal, the Undersigned Bidder,

**COMPANY**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**CITY OF MOBILE BUSINESS LICENSE NUMBER:** \_\_\_\_\_

**CITY OF MOBILE VENDOR NUMBER:** \_\_\_\_\_

**SECRETARY OF STATE OF ALABAMA ACCOUNT NUMBER:** \_\_\_\_\_

*(Note: The Secretary of State Account Number shall be filled in only by non-resident bidders)*

- (Check one)  (A Corporation)  
 (A Partnership)  
 (An Individual Doing Business)

hereby proposes to furnish all labor, materials, tools, equipment and supplies, and to sustain all the expenses incurred in performing the Work on the above captioned Project in accordance with the terms of the Contract Documents, Section 01000 – Scope of Work, and all applicable laws and regulations for the sum listed below.

The Work shall commence on the date of written Notice to Proceed, issued by the Owner. The term of the Contract shall extend for one (1) year from the date of the Notice to Proceed with the option to renew for two (2) additional one-year terms, by notifying the Service Contractor not less than Thirty (30) days prior to the expiration date of the preceding term.

**BID – A** specified in section 01000 – Scope of Work

<b>Location</b>	<b>Year 1 - Monthly</b>	<b>Year 1 – Annual</b>	<b>Year 2 - Monthly</b>	<b>Year 2 - Annual</b>	<b>Year 3- Monthly</b>	<b>Year 3 - Annual</b>
200 Gov't St.-1st Floor "A" - CRO	\$	\$	\$	\$	\$	\$
200 Gov't St. 2 <sup>nd</sup> Floor “A” - MPD						
200 Gov't St.-2nd Floor-East Side "B" HDC	\$	\$	\$	\$	\$	\$
200 Gov't St.-3rd Floor-East Side "C" – 311	\$	\$	\$	\$	\$	\$
200 Gov't St.-3rd Floor-West Side "D" - ITEAM	\$	\$	\$	\$	\$	\$
Animal Shelter	\$	\$	\$	\$	\$	\$
Electrical Dept	\$	\$	\$	\$	\$	\$
Fort Hardeman - Police EMT	\$	\$	\$	\$	\$	\$
Hurtel Street Bldg "A" & "D" - PW Trash/HE	\$	\$	\$	\$	\$	\$
Hurtel Street Bldg "C" - MIT Training Class Room	\$	\$	\$	\$	\$	\$
Hurtel Street Bldg "E" - Eng. Dept #7426	\$	\$	\$	\$	\$	\$
Garage Body Shop	\$	\$	\$	\$	\$	\$
Mechanical Systems	\$	\$	\$	\$	\$	\$
Motor Pool	\$	\$	\$	\$	\$	\$
Municipal Archives	\$	\$	\$	\$	\$	\$
Police Academy	\$	\$	\$	\$	\$	\$
Police Central Precinct	\$	\$	\$	\$	\$	\$
Police Department-Special Operations	\$	\$	\$	\$	\$	\$
Police First Precinct	\$	\$	\$	\$	\$	\$
Police Second Precinct	\$	\$	\$	\$	\$	\$
Police Third Precinct	\$	\$	\$	\$	\$	\$
Police Fourth Precinct - PSC	\$	\$	\$	\$	\$	\$
Police Headquarters	\$	\$	\$	\$	\$	\$
Police Impound Lot Metal Bldg.	\$	\$	\$	\$	\$	\$
Public Buildings Department	\$	\$	\$	\$	\$	\$
Public Works Complex	\$	\$	\$	\$	\$	\$
Tardy Cottage	\$	\$	\$	\$	\$	\$
Technology Center	\$	\$	\$	\$	\$	\$
Traffic Engineering	\$	\$	\$	\$	\$	\$
Western Administrative Complex (WAC)	\$	\$	\$	\$	\$	\$
<b>Copeland Cox Tennis Center (QUARTERLY)</b>	\$	\$	\$	\$	\$	\$
<b>Azalea City Golf Course Club House (QUARTERLY)</b>	\$	\$	\$	\$	\$	\$
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Year 1 – Initial Term:	\$ _____ .00
Year 2 – 1 <sup>st</sup> Additional Term:	\$ _____ .00
Year 3 – 2 <sup>nd</sup> Additional Term:	\$ _____ .00
<b>Total :</b>	<b>\$ _____ .00</b>

**Total Bid Amount (Year 1, 2, and 3 Total):** \_\_\_\_\_  
(Amount in Words)

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
(Amount in Numbers)

The City of Mobile reserves the rights to add, remove and modify services, as needed during the term of this Agreement.

**Bids shall include all applicable sales and use taxes and shall be provided in whole dollar amount with no cents.**

**UNIT PRICES** – for Additional Services as specified in Section 01000 – Scope of Work:

Floor Cleaning Only:	\$ _____ /sq. ft.
VCT Flooring – Strip and Wax:	\$ _____ /sq. ft.
Carpet Cleaning:	\$ _____ /sq. ft.

Hourly Rates: For work performed outside the basic scope of services and not included in the total Bid:

- A. Regular Time (8am to 5pm, Monday through Friday): \$ \_\_\_\_\_ per hour.
- B. Overtime (5pm to 8am, Monday through Friday, and Weekends): \$ \_\_\_\_\_ per hour
- C. Overtime Holidays (City Holidays): \$ \_\_\_\_\_ per hour

Parts/Material: Service Contractor’s direct cost plus Fifteen (15%) percent.

The City of Mobile reserves the rights to add, remove and modify services, as needed during the term of this Agreement.

**1. BID INCLUDES:**

Addendum Number \_\_\_\_\_, Dated \_\_\_\_\_  
 Addendum Number \_\_\_\_\_, Dated \_\_\_\_\_  
 Addendum Number \_\_\_\_\_, Dated \_\_\_\_\_

**2. BID SECURITY:** The undersigned Bidder agrees that the attached Bid Security, payable to the City of Mobile, in the amount of 5 % of the bid amount, but in no event more than \$10,000 as is the proper measure of liquidated damages which the City will sustain by the failure of the undersigned to execute the Contract and to furnish Surety Bonds (if required). Said Bid Security shall become the property of the City of Mobile as liquidated damages as specified in the Contract Documents.

**3. NON-DISCRIMINATION:** The undersigned Bidder certifies that he/she will comply with Federal, State and local laws concerning discrimination, including Chapter 14, Code of the City of Mobile, adopted December 10, 1991 and as amended December 18, 2018.

**4. REFERENCES:** Please list a minimum of three (3) professional references, contact information, type of work performed, and date(s) performed. You may add additional references on a separate sheet, if needed.

A. Reference #1:

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Date(s): \_\_\_\_\_

B. Reference #2:

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Date(s): \_\_\_\_\_

C. Reference #3:

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Date(s): \_\_\_\_\_

**5. SIGNATURE:** If the undersigned Bidder is incorporated, the entire legal title of the company followed by "a corporation" should be used. If Bidder is an individual, then that individual's full legal name followed by doing business as (d/b/a) and name of firm, if any, should be used. If Bidder is a partnership, then full name of each partner should be listed followed by "d/b/a" and name of firm, if any. Ensure that name and exact arrangement thereof is the same on all forms submitted with this Bid. If a word is abbreviated in the official company name, such as "Co.", then use that abbreviation. If not abbreviated in the official name, spell out. Bidder agrees not to revoke or withdraw this Bid until sixty (60) calendar days following the time and date for receipt of bids. If notified in writing of the acceptance of this Bid within this time period, Bidder agrees to execute a Contract based on this Bid on the proscribed form within ten (10) calendar days of said notification.

**COMPANY NAME:**

\_\_\_\_\_  
(Typed)

**BY:** \_\_\_\_\_  
(Signature of Company Officer)

**COMPANY OFFICER:** \_\_\_\_\_  
(Typed)

**TITLE** \_\_\_\_\_  
(Typed)

**DATE** \_\_\_\_\_, 20 \_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

END OF SECTION

**STANDARD SERVICE CONTRACT AGREEMENT BETWEEN  
CITY OF MOBILE AND SERVICE CONTRACTOR**

This **AGREEMENT** made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_,

by and between **THE CITY OF MOBILE**, by its Mayor, duly authorized party of the first part, hereinafter called the "City",

And the **SERVICE CONTRACTOR**:

City of Mobile License Number: \_\_\_\_\_

City of Mobile Vendor Number: \_\_\_\_\_

for the following PROJECT:

**PROJECT NAME:** SERVICE CONTRACT – JANITORIAL SERVICES

**PROJECT LOCATION:** VARIOUS CITY OF MOBILE LOCATIONS

**PROJECT NUMBER:** SC-031-19

County of Mobile  
City of Mobile, Alabama

WITNESSETH, that this Service Contractor and City, for the considerations stated herein, agree as follows:

**ARTICLE 1. Statement of Work to be Performed:**

1.1 The Service Contractor shall furnish all labor, material, tools, equipment and supplies and perform all work required to provide janitorial services at various City of Mobile locations, in strict accordance with the Contract Documents as listed in Article 6, all of which are made part hereof, as prepared by or under the direction of the Director of Real Estate & Asset Management.

**ARTICLE 2. Term of Contract:**

2.1 The work shall be commenced on the date of a written Notice to Proceed issued by the Owner. The Term of the Contract is for a period of one (1) year commencing on the date of the Notice to the Service Contractor to Proceed with the option to renew for two (2) additional one-year terms, by notifying the Service Contractor not less than Thirty (30) days prior to the expiration date of the preceding term. The City of Mobile shall have the right to extend the Contract at the end of the third year (2<sup>nd</sup> Additional Term) at the rates listed in Year 3, Schedule of Values, for a period not to exceed Sixty (60) calendar days.

**ARTICLE 3. Contract Sum:**

3.1 The City shall pay the Service Contractor for the Term of the Contract and each of the Two (2) additional terms, subject to additions and deductions provided herein, in current funds, the sum as follows:

Year 1 – Initial Term:	\$ _____ .00
Year 2 – 1 <sup>st</sup> Additional Term:	\$ _____ .00
Year 3 – 2 <sup>nd</sup> Additional Term:	\$ _____ .00
<b>Total:</b>	<b>\$ _____ .00</b>

**Total Contract Amount (Year 1, 2, and 3 Total):** \_\_\_\_\_

Dollars ( \$ \_\_\_\_\_ )  
 (Amount in Words) (Amount in Numbers)

In case of any discrepancy, the amount in words shall govern this Bid.

3.2 Schedule of Values

Location	Year 1 - Monthly	Year 2 - Monthly	Year 3 - Monthly
200 Gov't St.-1st Floor "A" - CRO	\$	\$	\$
200 Gov't St. 2 <sup>nd</sup> Floor "A" - MPD			
200 Gov't St.-2nd Floor-East Side "B" HDC	\$	\$	\$
200 Gov't St.-3rd Floor-East Side "C" – 311	\$	\$	\$
200 Gov't St.-3rd Floor-West Side "D" - ITEAM	\$	\$	\$
Animal Shelter	\$	\$	\$
Electrical Dept	\$	\$	\$
Fort Hardeman - Police EMT	\$	\$	\$
Hurtel Street Bldg "A" & "D" - PW Trash/HE	\$	\$	\$
Hurtel Street Bldg "C" - MIT Training Class Room	\$	\$	\$
Hurtel Street Bldg "E" - Eng. Dept #7426	\$	\$	\$
Garage Body Shop	\$	\$	\$
Mechanical Systems	\$	\$	\$
Motor Pool	\$	\$	\$
Municipal Archives	\$	\$	\$
Police Academy	\$	\$	\$



Police Central Precinct	\$	\$	\$
Police Department-Special Operations	\$	\$	\$
Police First Precinct	\$	\$	\$
Police Second Precinct	\$	\$	\$
Police Third Precinct	\$	\$	\$
Police Fourth Precinct - PSC	\$	\$	\$
Police Headquarters	\$	\$	\$
Police Impound Lot Metal Bldg.	\$	\$	\$
Public Buildings Department	\$	\$	\$
Public Works Complex	\$	\$	\$
Tardy Cottage	\$	\$	\$
Technology Center	\$	\$	\$
Traffic Engineering	\$	\$	\$
Western Administrative Complex (WAC)	\$	\$	\$
<b>Copeland Cox Tennis Center (QUARTERLY)</b>	\$	\$	\$
<b>Azalea City Golf Course Club House (QUARTERLY)</b>	\$	\$	\$
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

The City of Mobile reserves the rights to add, remove and modify services, as needed during the term of this Agreement.

3.3 Unit Prices:

**UNIT PRICES** – for Additional Services

The City of Mobile reserves the rights to add, remove and modify services, as needed during the term of this Agreement.

Floor Cleaning Only: \$ \_\_\_\_\_ /sq. ft.  
 VCT Flooring – Strip and Wax: \$ \_\_\_\_\_ /sq. ft.  
 Carpet Cleaning: \$ \_\_\_\_\_ /sq. ft.

Hourly Rates: For work performed outside the basic scope of services and not included in the total Bid:

- A. Regular Time (8am to 5pm, Monday through Friday): \$ \_\_\_\_\_ per hour.
- B. Overtime (5pm to 8am, Monday through Friday, and Weekends): \$ \_\_\_\_\_ per hour
- C. Overtime Holidays (City Holidays): \$ \_\_\_\_\_ per hour

Parts/Material: Service Contractor’s direct cost plus Fifteen (15%) percent.

**ARTICLE 4. Payments:**

- 4.1 The City shall pay the Service Contractor on account of the Contract as follows:
- A. Payments shall be made on a monthly basis, for completed work as specified.
  - B. Original invoices shall be delivered to the Service Contract Administrator for review and approval

**ARTICLE 5. Termination of the Contract:**

5.1 The Owner or Service Contractor may terminate the Contract upon thirty (30) days written notice. The Owner shall pay the Service Contractor for work executed and for proven loss with respect to materials, equipment, tools and reasonable overhead.

5.2 The Owner shall not make payment to the Service Contractor for profit and damages, as the result of terminating the Contract.

**ARTICLE 6. Contract Documents:**

6.1 The contract documents consist of this Agreement, General Conditions of the Contract, and the Specifications (all of which are bound in the Project Manual), Addenda issued prior to the execution of the Contract, The Service Contractor’s Proposal as accepted by the City, other documents listed in this Agreement, and Modifications issued after the execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents, other than a Modification, appears below:

- |  |          |
|--|----------|
| 1. General Conditions, dated June 19, 2019                               | 9 pages  |
| 2. Bid Form, dated _____   | 5 pages  |
| 3. Specifications, dated June 19, 2019                                   |          |
| Section 01000 – Scope of Work  | 3 pages  |
| 4. Exhibit A – Locations   | 1 page   |
| 5. Exhibit B – Specific Cleaning Requirements & Building Layouts         | 95 pages |
| 6. Exhibit C – Service Contract Evaluation Form                          | 1 page   |
| 7. This Instrument (Agreement)   | 8 pages  |
| 8 Certificates of Insurance with endorsements and E-Verify Documentation |          |

**ARTICLE 7. Insurance:**

7.1 Required coverage:

7.1.1 For the term of this Agreement, Service Contractor shall acquire and maintain in full force and effect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, which such insurance shall name the City of Mobile as an additional insured, and shall attach to this contract as proof thereof a certificate of insurance issued by an agent licensed and qualified to do business in the State of Alabama:

- A. Comprehensive Liability insurance (occurrence form) including coverage for premises, products and complete operations, and blanket contractual liability, specifically covering the obligations assumed by the Service Contractor.
  - 1. Bodily injury liability:
    - \$1,000,000 each person
    - \$1,000,000 each occurrence
  - 2. Property damage liability - \$1,000,000 each occurrence.

3. Or, in lieu of (1) and (2) above:  
Bodily injury and property damage combined –\$1,000,000 per occurrence
4. General Aggregate limit shall apply on a “Per Project” Basis.

B. Comprehensive – Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles.

1. Bodily injury liability:  
\$1,000,000 each person  
\$1,000,000 each occurrence
2. Property damage liability - \$1,000,000 each occurrence.
3. Or, in lieu of (1) and (2) above)  
Bodily injury and property damage combined – \$1,000,000 per occurrence

C. Excess/Umbrella Liability insurance

1. \$1,000,000 combined single limit of liability each occurrence for bodily injury and/or property damage.
2. Providing following form coverage for Employer’s Liability, Comprehensive General Liability and Automotive Liability.

D. Workers' Compensation Insurance in the amounts required by all applicable laws, rules or regulations of the state of Alabama.

7.1.2 If the certificate of insurance referenced in this Agreement does not evidence insurance of owned vehicles, said certificate and this sentence shall evidence the Service Contractor’s covenant that it does not own any vehicles and that it will not purchase or obtain any vehicles during the term of this Agreement. Said certificate shall require that said insurance coverage will not be altered or terminated unless City shall have been given written notice of such alteration or termination delivered to City not less than thirty (30) days before the effective date of such alteration or termination.

7.1.3 Waiver of Subrogation - all policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.

7.1.4 Additional Insured - all policies of insurance, except those referenced under 7.1.1 D, shall be endorsed to name City of Mobile as an Additional Insured

7.1.5 Primary Insurance - all policies of insurance, except those referenced under 7.1.1 D, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

7.1.6 Certificates of Insurance - prior to execution of the Agreement, Service Contractor shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above, and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

## 7.2 General

7.2.1 A Surety authorized to do business in the State of Alabama shall execute and furnish all insurance.

### **ARTICLE 8. Miscellaneous Provisions**

8.1 Breach of Contract: In the event of any breach or apparent breach by Service Contractor of any of its obligations under the terms of this Agreement, and in the further event that City shall engage the services of any attorney to protect or to enforce its rights with respect to said breach or apparent breach, then and in those events, Service Contractor agrees to pay and to reimburse any and all reasonable attorneys' fees and expenses which City may incur with respect to City's enforcement of this Agreement; regardless of whether said attorneys' fees and costs shall be incurred in connection with any litigation or in connection merely with advice and representation provided without litigation.

8.2 Indemnification: Service Contractor agrees to indemnify and hold the City, its elected officials, officers, agents, and employees, whole and harmless from all costs, liabilities and claims for damages of any kind (including interest and attorneys' fees) arising in any way out of the performance of this Agreement and/or the activities of Service Contractor, its principals, directors, agents, servants and employees in the performance of this Agreement, for which the City is alleged to be liable. In the event that the City, through no fault of its own, is made a party to any lawsuit or legal proceeding arising in any way from this Agreement or any activities conducted pursuant thereto, Service Contractor hereby agrees to pay all of City's costs of defense, including but not limited to all attorneys' fees, court costs, expert witness fees and other expenses, through trial and, if necessary, appeal. This section is not, as to third parties or to anyone, a waiver of any defense or immunity or statutory damages cap otherwise available to Service Contractor or City, and these defenses and matters may be raised in the City's behalf in any action or proceeding arising under this Agreement.

8.3 Entire Agreement: This Agreement is the final expression of the agreement between the parties, and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written, not contained herein.

8.4 Governing Law and Venue: This Agreement shall be governed by the laws of the State of Alabama, and the appropriate venue for any actions arising out of this Agreement shall be a court of proper jurisdiction in Mobile, Alabama.

8.5 Licenses, permits, etc.: Service Contractor shall obtain, at its own expense, all necessary professional licenses, permits, insurance, authorization and assurances necessary in order to abide by the terms of this Agreement.

8.6 No Agency Relationship Created: Service Contractor, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of the City but shall be deemed to be an independent contractor in every respect and shall take all steps at its own expense, as City may from time to time request, to indicate that it is an independent contractor. City does not and will not assume any responsibility for the means by which or the manner in which the services by Service Contractor provided for herein are performed, but on the contrary, Service Contractor shall be wholly responsible therefore.

8.7 Anti-discrimination: Service Contractor shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all contractors performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen (15%) percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.

8.8 Assertion of Rights: Failure by the City to assert a right or remedy shall not be construed as a waiver of that right or remedy.

8.9 State of Alabama Immigration Law: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

8.10 Public Contracts with Entities Engaging in Certain Boycott Activities: By signing this contract, the Service Contractor further represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

*Remainder of Page Intentionally Left Blank*

**ARTICLE 9. Signature:**

IN WITNESS WHEREOF, the parties to these presents have hereunto set their hand and seal; the Mayor of the City of Mobile, acting under and by virtue of such office and with full authority, and the Service Contractor by such duly authorized officers or individuals as may be required by law.

**OWNER:  
CITY OF MOBILE**

**SERVICE CONTRACTOR:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

William. S. Stimpson  
Mayor, City of Mobile

\_\_\_\_\_  
Printed Name and Title

**(Corporate Seal if applicable)**

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Brad Christensen, Director  
Real Estate Asset Management

\_\_\_\_\_  
Printed Name and Title

END OF SECTION



Company ID Number:

Approved by:

Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security – Verification Division	
Name (Please Type or Print)	Title
Signature	Date

SAMPLE



Company ID Number:

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	
Company Facility Address	
Company Alternate Address	
County or Parish	
Employer Identification Number	
North American Industry Classification Systems Code	
Parent Company	
Number of Employees	
Number of Sites Verified for	

SAMPLE

END OF SECTION



## INSURANCE REQUIREMENTS

### City of Mobile Insurance Requirements Contractor

**Insurance** – For the duration of this agreement, the Contractor shall maintain the following minimum amounts for this project:

- A. Workers' Compensation/Employer's Liability:
1. Workers' Compensation insurance in the amounts required by all applicable laws, rules or regulations of the state of Alabama.
  2. Employer's Liability with limits of not less than:  

Bodily Injury by Accident	\$1,000,000 each accident
Bodily Injury by Disease	\$1,000,000 policy limit
Bodily Injury by Disease	\$1,000,000 each employee
  3. Borrowed Servant/Alternate Employer endorsement in favor of City of Mobile.
- B. Comprehensive General Liability Insurance:
1. Comprehensive General Liability (occurrence form) including coverage for products/completed operations, independent contractors, and blanket contractual liability, specifically covering the obligations assumed by Contractor.
  2. Limit of Liability: \$1,000,000 combined single limit of liability each occurrence bodily injury or property damage.
  3. General Aggregate Limit shall apply on a "Per Project" Basis.
- C. Automobile Liability Insurance:
1. Automobile Liability Insurance to cover any auto, including all owned, non-owned, and hired vehicles, with a \$1,000,000 combined single limit of liability each accident for bodily injury and/or property damage.
- D. Excess/Umbrella Liability Insurance
1. Providing following form coverage for Employer's Liability, Comprehensive General Liability, and Automobile Liability.
  2. Limit of Liability: \$1,000,000 combined single limit of liability each occurrence for bodily injury and/or property damage.

**CERTIFICATE OF LIABILITY INSURANCE ENDORSEMENT PAGE**

The policy endorsements listed below are required and must be listed in the “Description of Operations” box on the certificate of Liability Insurance or listed **separately on an attachment to the certificate of insurance (ACORD 101, Additional Remarks Schedule).**

**Waiver of Subrogation** - All policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.

**Additional Insured** - All policies of insurance, except those referenced under paragraph A, shall be endorsed to name City of Mobile as an Additional Insured

**Primary Insurance** - All policies of insurance, except those referenced under paragraph A, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

**Notice of Cancellation** – Certificates of Insurance shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

**Certificates of Insurance - General** – Within ten (10) calendar days from the date of issuance of Contract forms for execution, Contractor shall deliver to the City of Mobile, certificates of insurance (standard ACORD format) certifying the existence and limits of the insurance coverages along with separate policy endorsements as described above. Contractor shall also be responsible for delivering policy renewal certificates to the City of Mobile. A sample Certificate of Liability Insurance form including the policy endorsement requirements is attached for Contractor’s reference.



## GENERAL CONDITIONS

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### 1. GENERAL REQUIREMENTS:

- A. The Contract Documents:** The Contract Documents are enumerated in the Standard Service Contract Agreement Between the City of Mobile and the Service Contractor (hereinafter called the Agreement) and consist of the Bidding and Contract Requirements, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement and Modifications issued after the execution of the Contract. A Modification is a written amendment to the Contract signed by both parties.
- B. The Contract:** The Contract Documents form the Contract for Services. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a written Modification.
- C. The Work:** The term “Work” means the services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by the Service Contractor to fulfill the Service Contractor’s obligations.
- D. The Project Manual:** The Project Manual is the comprehensive document containing the Bidding and Contract Requirements, the Specifications and other documents as listed.
- E. The Bidding and Contract Requirements:** The Bidding and Contract Requirements are that part of the Contract Documents consisting of the Invitation to Bid, Instructions to bidders, Service Contractor’s Bid, Agreement, Bonds, and General Conditions and other requirements listed in the Agreement.
- F. The Specifications:** The Specifications are that part of the Contract Documents consisting of written requirements for Services including materials, equipment, systems, standards and workmanship for the Work, and performance of related services.
- G. Correlation and Intent of the Contract Documents:** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Service Contractor. The Contract Documents are complimentary, and what is required by one shall be as binding as if required by all; performance by the Service Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

**2. THE OWNER:**

- A.** The “Owner” is the City of Mobile, as identified in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner’s designated representative is the Building Services Department, Service Contract Administrator.

**3. THE SERVICE CONTRACTOR:**

- A.** The Service Contractor is the person or entity identified as such in the Agreement and is referred throughout the Contract Documents as if singular in number. The Service Contractor shall be lawfully licensed in the City of Mobile and the State of Alabama as required. The Service Contractor shall designate in writing a representative who shall have express authority to bind the Service Contractor with respect to all matters under this Contract. The term “Service Contractor” means the Service Contractor or the Service Contractor’s authorized representative.
- B.** The Service Contractor shall perform the Work in accordance with the Contract Documents.
- C.** Execution of the Contract by the Service Contractor is a representation that the Service Contractor has visited the site(s), become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.
- D.** The Service Contractor shall be responsible to the Owner for acts and omissions of the Service Contractor’s employees and their agents, and other persons or entities performing portions of the Work for, or on behalf of, the Service Contractor.
- E.** Unless otherwise provided in the Contract Documents, the Service Contractor shall provide and pay for labor, materials, equipment, tools, transportation, and other facilities and services necessary for proper execution and completion of the Work.
- F.** The Service Contractor’s technicians or workmen shall be qualified and have had sufficient education, training and experience to perform all Work properly and satisfactorily as prescribed in the Contract Documents.
- G.** The Service Contractor shall pay all applicable sales, consumer, use and similar taxes for the Work provided by the Service Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.
- H.** Unless otherwise provided in the Contract Documents, the Service Contractor shall secure and pay for all applicable permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.
- I.** The Service Contractor shall perform the Work in accordance with the specified schedules as listed in the Contract Documents.

- J.** The Service Contractor shall confine operations at the site to areas permitted by the City of Mobile, facility director or building manager, and shall not unreasonably encumber the site with materials or equipment.
- K.** The Service Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract. At completion of the Work, the Service Contractor shall remove all waste materials, rubbish, tools, equipment and surplus materials from and about the site. If the Service Contractor fails to clean up as provided in the Contract Documents, the Owner may do so and Owner shall be entitled to reimbursement from the Service Contractor.
- L.** To the fullest extent permitted by law the Service Contractor shall indemnify and hold harmless the City of Mobile, its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Service Contractor, anyone directly or indirectly employed by him or anyone for whose acts he may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section. In claims against any person or entity indemnified by an employee of the Service Contractor anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Service Contractor under workers' compensation acts, disability benefit acts or other employee benefit acts.
- M.** Additionally, the City of Mobile reserves the rights to have any of Service Contractor's employees removed, barred, and/or restricted from the facility and request the immediate replacement as needed during the term of this Agreement.

**4. CHANGES IN THE WORK:**

- A.** Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by a written modification based upon agreement between the City and the Service Contractor.
- B.** Changes in the Work shall be performed under applicable provisions of the Contract Documents, and the Service Contractor shall proceed promptly, unless otherwise directed.

**5. SCHEDULE:**

- A. STARTING WORK:** The date of commencement of the Contract is the date established in a written Notice to Proceed. No Work shall commence and no materials shall be ordered before the Notice to Proceed has been issued.

- B. The term “day” as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

**6. PAYMENTS:**

- A. **CONTRACT SUM:** The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the City to the Service Contractor for performance of the Work under the Contract Documents.
- B. **SCHEDULE OF VALUES:** The Schedule of Values allocating the entire Contract Sum to the various portions of the Work, shall be used as a basis for reviewing the Service Contractor’s Invoices for Payment.
- C. **METHOD OF PAYMENT:** The City shall pay the Service Contractor on the account of the Contract as follows:
  - 1) Payments shall be made on a monthly basis, for completed work as specified.
  - 2) Invoices for completed Work shall be delivered to the Service Contract Administrator for review and approval upon completion of work as listed in the Scope of Work. Invoices shall list unit pricing in accordance with the approved Schedule of Values.
  - 3) Payments shall be made in accordance with the accepted Schedule of Values listed in the Contract Documents.

**7. SAFETY:**

- A. The Service Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.
- B. The Service Contractor shall comply with all Federal, State and Local law regarding safety including the requirements of the Occupational Safety and Health Act of 1970, Public Law #91-596, latest revision. Service Contractor shall take all other reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to:
  - 1) employees on the Work and other persons who may be affected thereby;
  - 2) the Work and materials and equipment to be incorporated therein;
  - 3) other property at the site or adjacent thereto.
- C. The Service Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing safety of persons or property or their protection from damage, injury or loss.
- D. If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, written notice of such injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.
- E. The Service Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials. If the Service Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable







given in the event of cancellation or material change in the coverage.

- D.** Surety Qualifications: All insurance must be furnished by a Surety licensed to do business in the State of Alabama, must be signed or countersigned by a Licensed Resident Agent of the State of Alabama, and if bid price exceeds \$50,000 have a minimum rating of A/Class VI as reported in the latest issue of Best's key Rating Guide Property-Casualty.
- E.** The insurance required by Section 2. shall be written for not less than limits of liability specified or required by law, whichever coverage is greater. Coverage, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until completion of the Contract.
- F.** The Service Contractor shall cause the commercial liability coverage required by the Contract Documents to include (1) the Owner, as an additional insured for claims caused in whole or in part by the Service Contractor's negligent acts or omissions during the Service Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Service Contractor's negligent acts or omissions during the Service Contractor's completed operations.

**9. MISCELLANEOUS PROVISIONS:**

- A.** The Contract shall be governed by the laws of the State of Alabama.
- B.** The Owner and Service Contractor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.
- C.** No assignment of the Contract shall be made without the written permission of Surety providing bonding and the City of Mobile.
- D.** Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights and remedies otherwise imposed or available by law.
- E.** No action or failure to act by the Owner or Service Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach there under, except as may be specifically agreed in writing.
- F.** Inspections and approvals of portions of the Work shall be made as required by the Contract Documents. The Service Contractor shall give the Owner timely notice of when and where Inspections are to be made so that the Service Contract Administrator or other City personnel may be present for such procedures.

- G.** Required inspection reports along with approvals shall, unless otherwise required by the Contract Documents, be delivered to the Owner with Invoices for Payment.
- H.** On all jobs with the City of Mobile, A City License is required. Bidders may obtain information on licensing by writing the City Revenue Department, Post Office Box 1827, Mobile, AL 36633-1827 or calling 208-7454. Successful Bidder must have City License at the time of Bidding.
- I.** Contractor shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all contractors performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen (15%) percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.
- J.** The Service Contractor shall secure and pay all required fees and permits and shall pay all taxes on materials, supplies, fixtures and equipment purchased by him (including the city of Mobile sales tax), and shall comply with all laws, regulations and codes applicable to the site on which the Work is to be performed.
- K.** All work performed shall be in conformance with the appropriate codes of the City of Mobile.

**10. TERMINATION OR SUSPENSION OF THE CONTRACT:**

- A.** The Owner may terminate the Contract for cause if the Service Contractor
  - 1) fails to perform service in a satisfactory manner; or
  - 2) repeatedly refuses or fails to supply properly skilled workers or proper equipment or materials; or
  - 3) repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
  - 4) otherwise is guilty of substantial breach of a provision of the Contract Documents.
- B.** When any of the above reasons exist, the Owner, upon determination that sufficient cause exists to justify such action, may without prejudice to any other rights or remedies of the Owner and after giving the Service Contractor and the Service Contractor's surety, if any, seven (7) days' written notice, withhold payments and terminate the Contract.
- C.** The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause upon thirty (30) days written notice.
- D.** In case of such termination for cause or for the Owner's convenience, the Service Contractor shall be entitled to receive payment for Work executed, and costs incurred. The Owner shall not make payment for profit or damages as a result of such termination.

**11. CLAIMS AND DISPUTES**

- A.** Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Service Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.
- B.** Claims by either the Owner or Service Contractor must be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant acting with due diligence, reasonable should have first recognized the condition giving rise to the Claim, whichever is later. Claims must be initiated by written notice to the Service Contractor and the other party.
- C.** In the event of a Claim against the Service Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Service Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.
- D.** Claims, disputes, or other matters in controversy arising out of or related to the Contract shall be subject to litigation.

END OF SECTION

**SECTION 01000 – SCOPE OF WORK**  
**June 19, 2019**

**Scope of Services:**

Work to be performed by Service Contractor under this Agreement shall consist of furnishing all labor, materials, insurance, tools, equipment and supplies, and all associated travel time and expenses required to provide and maintain the janitorial services at various City of Mobile locations in accordance with the following:

**General Requirements:**

1. Coordinate all work with the Service Contract Administrator and give adequate advance notice.
2. Service Contractor shall furnish adequate personnel to perform the specified work and shall allow sufficient time to properly do the work (i.e., Service Contractor must not cut work short if overtime pay is required to complete all tasks satisfactorily). This contract does NOT allow for overtime.
3. Work must be supervised to assure that all work is satisfactorily performed.
4. Service Contractor's employees must be carefully screened, trained, and supervised by Service Contractor.
5. Alabama Law Enforcement Agency (ALEA) requirements shall be applicable to all Service Contractor personnel providing services within any law enforcement (Police) building. These requirements are for any person who will have unescorted access to law enforcement buildings. The requirements include fingerprinting and a Federal Background Check, which will be provided at no cost to the Service Contractor. Any person who has been convicted of a felony and/or certain misdemeanors will not be allowed access to provide services to a law enforcement building. This restriction applies primarily to Police Precincts and similar law enforcement related buildings. The buildings include:
  - a. 200 Government Street
  - b. Fort Hardeman
  - c. Police Academy
  - d. Police Central Precinct
  - e. Police Department – Special Operations
  - f. Police First Precinct
  - g. Police Second Precinct
  - h. Police Third Precinct
  - i. Police Fourth Precinct
  - j. Police Headquarters
  - k. Western Administrative Complex
6. When working, Service Contractor's employees shall be neat in appearance, always wear approved company uniform and wear company approved identification on their persons.
7. Service Contractor employees shall not use personal telephones, radios, televisions or other electronic devices while on duty.
8. Service Contractor's employees shall turn on lights only while cleaning and only in the area being cleaned. All lights (except those designated by the city) shall be turned off when cleaning is complete.

9. Service Contractor shall provide all equipment necessary to perform the work as described in this section, including but not limited to: mops, clean mop heads, vacuum cleaners, carts, rags, toilet bowl brushes, extension poles, gloves, personal protective equipment, training, etc.
10. The City of Mobile shall provide hand soap, toilet tissue, paper towels, wastebasket liners, and toilet seat covers. Service Contractor will provide weekly inventory list on all necessary items.
11. Service Contractor shall provide all cleaning solutions and chemicals and must make sure that the cleaning supplies are available at all buildings.
12. Whenever chemicals or cleaning solutions are required, apply in the concentration and quantity as recommended by the manufacturer in accordance with all applicable codes. Service Contractor shall provide and keep updated copies of the Material Safety Data Sheets (MSDS). A proper and approved MSDS Book shall be located in each janitorial closet as required. All areas shall be properly and thoroughly prepared to receive chemicals and cleaning solutions.
13. Service Contractor employees shall use all means necessary to protect floors, walls, and furnishings from damage caused by Service Contractor's equipment and cleaning materials.
14. If Service Contractor causes damages to any City property in the course of its work, Service Contractor shall immediately notify the City and shall have all repairs or replacements made at no cost to the City.
15. Service Contractor will coordinate time, building access and other conditions necessary for cleaning with the person-in-charge of each location.
16. Service Contractor shall coordinate scheduling of services with the City's Service Contract Administrator and designated building representatives.
17. In the event of discrepancies, immediately notify the Service Contract Administrator. Do not proceed with cleaning until all discrepancies have been fully resolved.
18. All building areas shall be cleaned according to these specifications and at the time and frequencies designated.
19. No invoices shall be approved for payment if areas are not adequately cleaned. The Service Contractor shall increase cleaning to whatever degree may be found appropriate and subject to approval of authorized personnel. Follow-up shall be continued as long as the problem persists.
20. Do not disturb papers on client desks, tables, chairs, etc. If paper is on the floor and there is doubt of the paper's importance, confirm with individual as to if they want the papers moved or left in place. In no circumstance is Service Contractor's personnel to move, touch, disturb items without authorization.
21. All surfaces designated shall be dusted with clean cloths, dusters, brushes, etc. Any surface with fingerprints, dirt, markings, etc. shall be cleaned with a clean damp cloth and the appropriate cleansers.
22. All telephones shall be cleaned and sanitized with clean cloths and disinfectant for bacteria, germs and odor.
23. All drinking fountains, containers, toilet partitions/fixtures etc. Shall be cleaned, sanitized and disinfected with the appropriate cleanser standardized in the industry.
24. Remove fingerprints, spots, dirt, etc. from furniture, doors, frames, etc. with a clean damp cloth and cleanser standardized in the industry. No streaks or stains shall remain.
25. Clean all glass, (interior only) with a glass cleaner standardized in the industry.
26. All non-carpeted flooring shall be mopped clean with clean water and the appropriate cleanser standardized in the industry for that type of flooring. Floors shall be polished to

- maintain protective coating. Floors shall be stripped, cleaned, refinished and machine polished semi-annually. Appropriate sealer shall be used on concrete floors.
27. Carpet shall be thoroughly vacuumed daily in all areas. All paper, visible dirt, stains etc, shall be removed. Remove all light furniture and vacuum through and around the heavier furniture.
  28. Carpet shall be shampooed semi-annually, or as needed. The carpet shall be shampooed using rotary discs and non-soiling shampoo to penetrate into fibers. Clean with absorption disc. Vacuum carpet the day after shampooing. Use shampoo that is compatible to carpet and as recommended by the manufacturer of the shampoo.
  29. High power vacuum clean loose grit and soil from carpet quarterly. Carpet shall be pre-treated to remove any stains. Carpet shall be shampooed clean using rotary discs and non-soiling shampoo solution. Clean or rinse, extract using high performance extraction equipment. Deodorize carpet with specified chemical agent to control odors.
  30. **All Work shall be in accordance with the Clean Water Act; the Alabama Water Pollution Control act; the current version of the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas; and the current version of the Mobile, Alabama City Code Chapter 17 Stormwater Management and Flood Control. All waste water with oils, grease, etc. shall be properly contained and disposed of. It cannot be directed into the storm drains.**
    - a. Provide protection and conduct janitorial services in ways that comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
    - b. Comply with City of Mobile and Alabama Department of Environmental Management requirements. Pay particular attention to Water Regulations and Allowable Discharges.
    - c. See City of Mobile Code, Chapter 17, Storm Water Management and Flood Control.
    - d. Service Contractor will obtain approval of “Best Management Practices” from the City of Mobile’s Environmental Services Department before work may commence.
    - e. Obtain any necessary permits that may be required due to discharges.
  31. The City of Mobile reserves the right to have any Service Contractor’s personnel removed, relocated, and/or barred for any City of Mobile location at any time. Service Contractor will replace the employee immediately upon notification by the Service Contract Administrator.
  32. A full list of locations is attached, see **Exhibit A - Locations**
  33. Specific cleaning requirements and building layouts are attached, see **Exhibit B – Specific Cleaning Requirements and Building Layouts**
  34. Monthly Service Contract Evaluation Forms are filled out by each building representative and returned to the Service Contract Administrator for review, see **Exhibit C – Service Contract Evaluation Form**

END OF SECTION

**EXHIBIT A – LOCATIONS**

<b>Location</b>	<b>Square Footage</b>	<b>Address</b>
200 Gov't St.-1st Floor "A" - CRO	6,500**	200 Government Street
200 Gov't St. 2 <sup>nd</sup> Floor "A" - MPD	2,000**	200 Government Street
200 Gov't St.-2nd Floor-East Side "B" HDC	3,000**	200 Government Street
200 Gov't St.-3rd Floor-East Side "C" – 311	3,000**	200 Government Street
200 Gov't St.-3rd Floor-West Side "D" - ITEAM	3,000**	200 Government Street
Animal Shelter	1,700	855 Owens Street
Electrical Dept	5,000**	854 Gayle Street
Fort Hardeman - Police EMT	14,000	720 Museum Drive
Hurtel Street Bldg "A" & "D" - PW Trash/HE	15,000**	1900 Hurtel Street
Hurtel Street Bldg "C" - MIT Training Class Room	2,500**	1900 Hurtel Street
Hurtel Street Bldg "E" - Eng. Dept #7426	3,000**	1900 Hurtel Street
Garage Body Shop	1,500**	901 Kelly Street
Mechanical Systems	3,000***	48 North Sage Avenue
Motor Pool	4,480	745 Broad Street
Municipal Archives	18,200**	457 Church Street
Police Academy	8,900	1251 Virginia Street
Police Central Precinct	3,000	320 Dauphin Street
Police Department-Special Operations	27,430	850 St. Anthony Street
Police First Precinct	6,700	850 Virginia Street
Police Second Precinct	9,384	5441 Hwy 90W, Suite C
Police Third Precinct	9,735	2165 St. Stephens Road
Police Fourth Precinct - PSC	9,500	8080 Airport Blvd.
Police Headquarters	37,760	2460 Government Blvd.
Police Impound Lot Metal Bldg.	6,100	1251 Virginia Street
Public Buildings Department	3,000**	850 Owens Street
Public Works Complex	10,000**	770 Gayle Street
Tardy Cottage	5,500	104 S. Lawrence Street
Technology Center	7,725	651 Church Street
Traffic Engineering	3,500	852 Gayle Street
Western Administrative Complex (WAC)	39,600	4851 Museum Drive
<b>Copeland Cox Tennis Center (QUARTERLY)</b>	6,700	851 Gaillard Drive
<b>Azalea City Golf Course Club House (QUARTERLY)</b>	7,900	1000 Gaillard Drive
<b>TOTALS</b>	<b>288,314</b>	

**\*\*Approximate Square Footage, Service Contractor to verify exact dimensions.**

End of Section



**EXHIBIT B – SPECIFIC CLEANING REQUIREMENTS & BUILDING LAYOUTS****200 GOVERNMENT STREET**

1. First Floor – “A” CRO (Mondays – Fridays)
2. Second Floor – “A” MPD (Mondays, Wednesdays, and Fridays)
3. Second Floor – “B” HDC (Mondays, Wednesdays, and Fridays)
4. Third Floor – “C” 311 (Mondays and Thursdays)
5. Third Floor – “D” I-Team (Mondays and Thursdays)

**GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Transport trash to designated area.
  3. Dust all Furniture including desks, chairs, and tables.
  4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  5. Dust all exposed filing cabinets, bookcases, and shelves.
  6. Dust all telephones.
  7. Clean and sanitize drinking fountains.
  8. Clean counter tops and tables.
  9. Spot clean lobby glass including front doors and interior doors.
  10. Sweep/vacuum and dust stairways.
  11. Dust and spot clean elevators.
  12. Empty wastebaskets in Basement Rooms. Other daily tasks to be performed Twice Weekly in Basement except in hatched areas.
- B. Weekly
1. Clean and sanitize telephones
  2. Clean entire lobby interior glass.
  3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
- C. Twice Monthly
1. Dust venetian blinds.
- D. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  3. Damp clean black boards if requested

**WASH ROOMS**

- A. Daily
1. Clean and polish all chrome fittings.
  2. Clean and sanitize toilet seats.
  3. Clean and polish all glass and mirrors.
  4. Empty all containers and disposals, insert liner as needed.
  5. Empty and sanitize interior of sanitary container.
  6. Remove spots, stains, and splashes from wall area adjacent to hand basins.

7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc
  8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
- B. Weekly
1. Wash and sanitize exterior of all containers
  2. Spot clean metal partitions.
  3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

### **FLOORS**

- A. Daily
1. Dust mop or sweep
  2. Damp mop restrooms and lounges.
  3. Sanitize (restrooms).
- B. Twice Weekly
1. Damp mop lobby.
- C. Weekly
1. Spray buff open areas including knee space of desks.
- D. Twice Monthly
1. Scrub and refinish to maintain adequate protective coating.
- E. Semi-Annually (or as needed)
1. Strip, clean, refinish, and machine polish

### **ALL CARPETED AREAS**

- A. Daily
1. Vacuum open areas.
  2. Remove spots and stains.
- B. Weekly
1. Thoroughly vacuum entire carpet areas.
- C. Monthly
1. Machine shampoo with non-resoiling shampoo to penetrate into fibers.
  2. Clean with absorption disk on buffing machine.
  3. Vacuum the day after shampooing.
- D. Quarterly
1. High power vacuum clean loose grit and soil from carpet pile.
  2. Pretreat to remove stains.
  3. Shampoo clean using rotary discs and non-resoiling shampoo solution.
  4. Clean or rinse extract using high performance extraction equipment.
  5. Deodorize with specific chemical agent to control odors.

**FURNITURE**

- A. Daily
  - 1. Vacuum Fabric.
  - 2. Damp wipe plastic.

**BREAKROOMS**

- A. Daily
  - 1. Wash and sanitize tabletops, damp clean seats, and backs of chairs.
  - 2. Empty all containers and disposals and sanitize interior.
- B. Weekly
  - 1. Wash and sanitize exterior of all containers.

**STAIRWAYS AND HALLS**

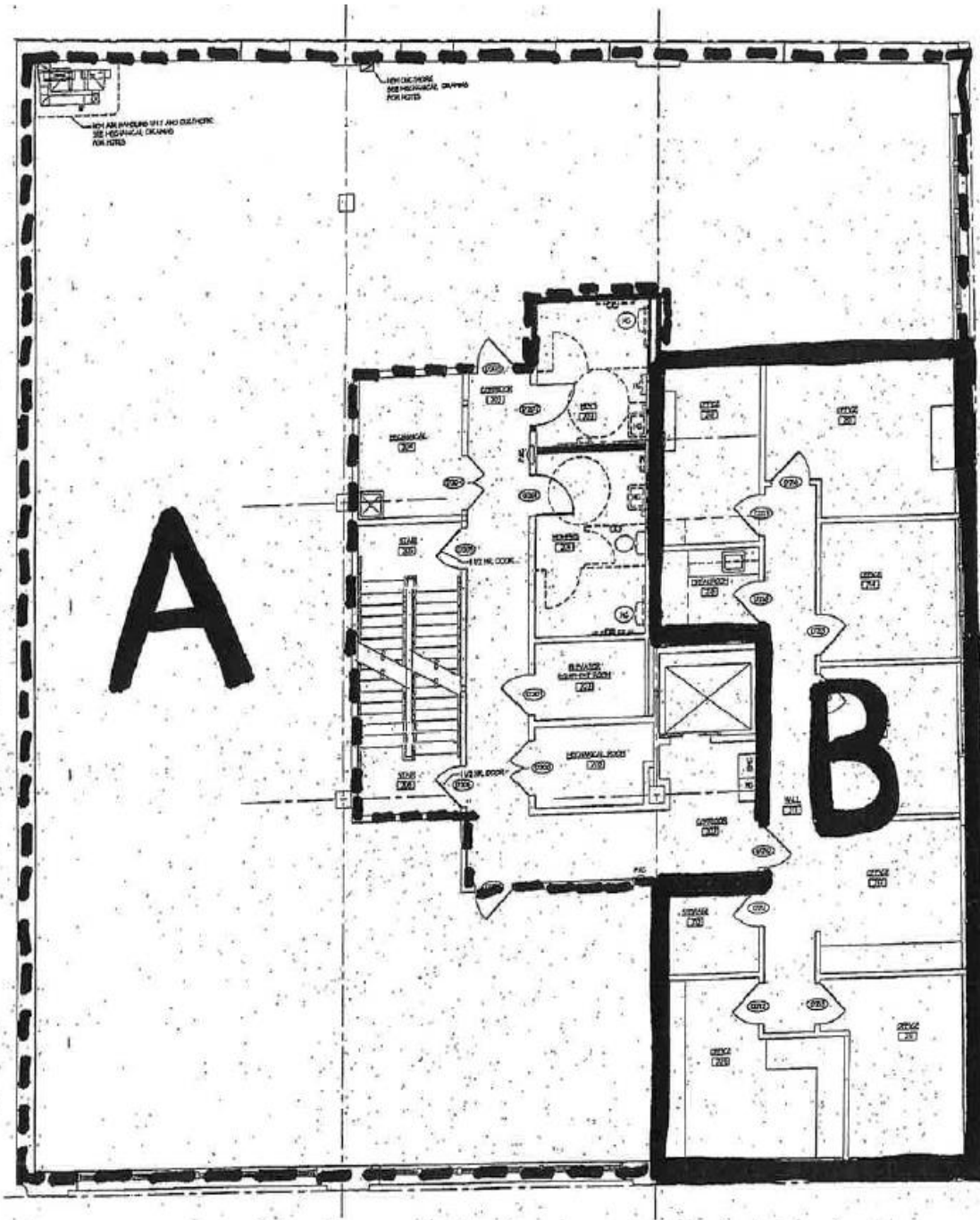
- A. Daily
  - 1. Dust mop or sweep steps.
  - 2. Damp mop steps.
  - 3. Thoroughly vacuum carpet areas of hallways and stair landings.
  - 4. Remove spots & stains in carpet.

**ELEVATOR**

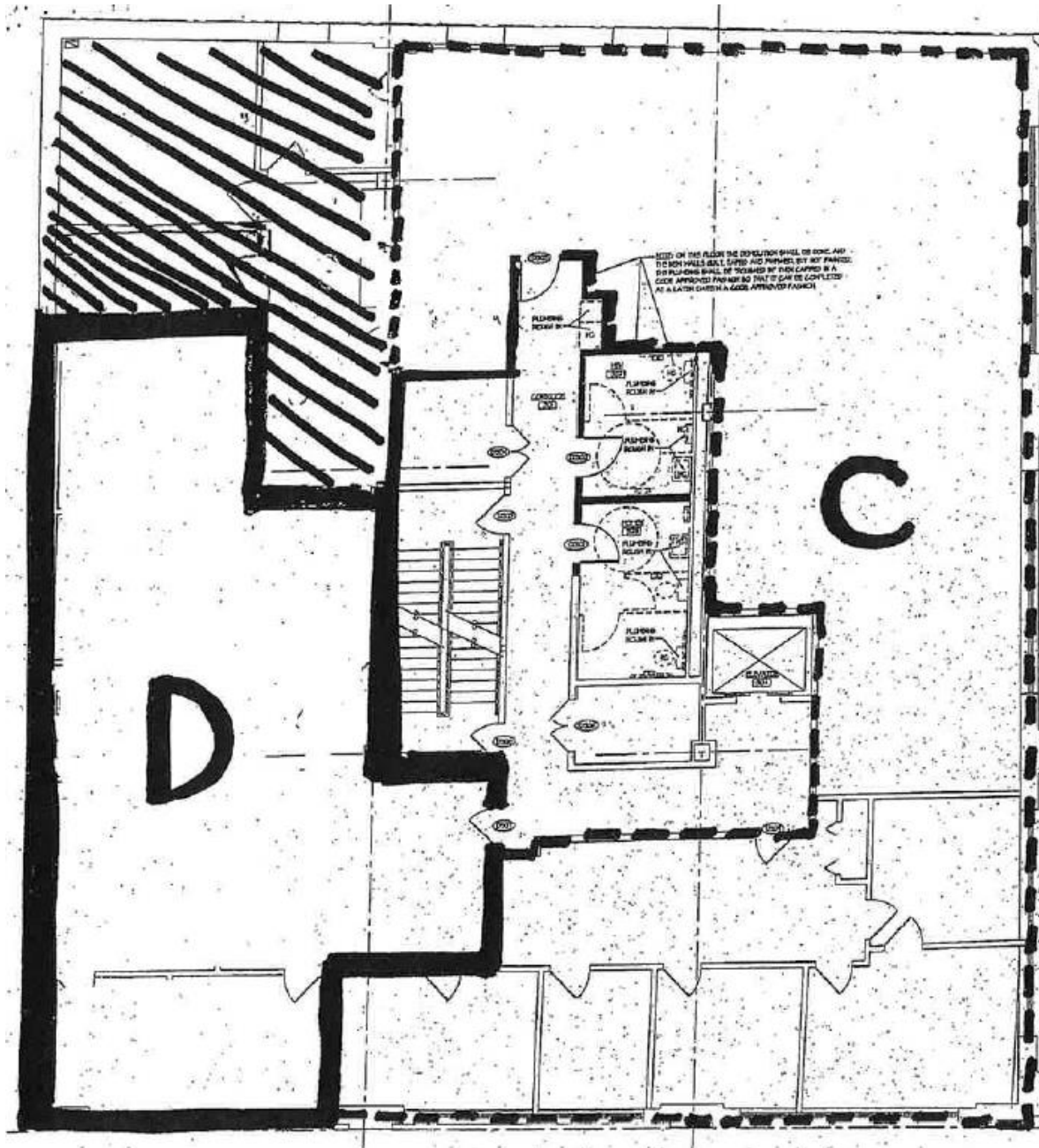
- A. Daily
  - 1. Damp mop VCT floor.
- B. Weekly
  - 1. Damp clean walls and railings.



200 Government Street – 2<sup>nd</sup> Floor



200 Government Street – 3<sup>rd</sup> Floor



**ANIMAL SHELTER ADMINISTRATIVE OFFICES – 855 OWENS STREET  
(Mondays – Saturdays)**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGES, ETC.

- A. Daily
  - 1. Empty wastebaskets.
  - 2. Remove and deposit trash to designated containers.
  - 3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  - 4. Dust partitions, ledges and low moldings.
  - 5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  - 6. Dust all exposed filing cabinets, bookcases, and shelves.
  - 7. Dust all telephones.
  - 8. Clean and sanitize drinking fountains.
  - 9. Clean counter tops and tables.
  - 10. Spot clean entryway glass.
  - 11. Damp mop and remove all spills and stains on hard surface floors.
  - 12. Turn off all lights, close windows and lock doors as instructed.
  
- B. Weekly
  - 1. Clean all windows and interior glass.
  - 2. Clean pictures, frames, charts, etc.
  - 3. Clean all desks after permission from clients.
  - 4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  - 5. Clean and sanitize telephones.
  
- C. Monthly
  - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
  - 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  - 3. Vacuum acoustical paneling.
  - 4. Clean entire interior and exterior glass.
  - 5. Dust venetian blinds.
  - 6. Clean and refinish any worn or dirty tile floor area.
  - 7. Vacuum upholstered furniture.
  - 8. Scrub and refinish floors.
  - 9. Damp clean black boards if requested.
  
- E. Quarterly
  - 1. Vacuum fabric furniture.
  - 2. Damp wipe plastic furniture.
  
- F. Semi-annually (or as needed)
  - 1. Clean, strip and seal composition floor tile.

WASH ROOMS

A. Daily

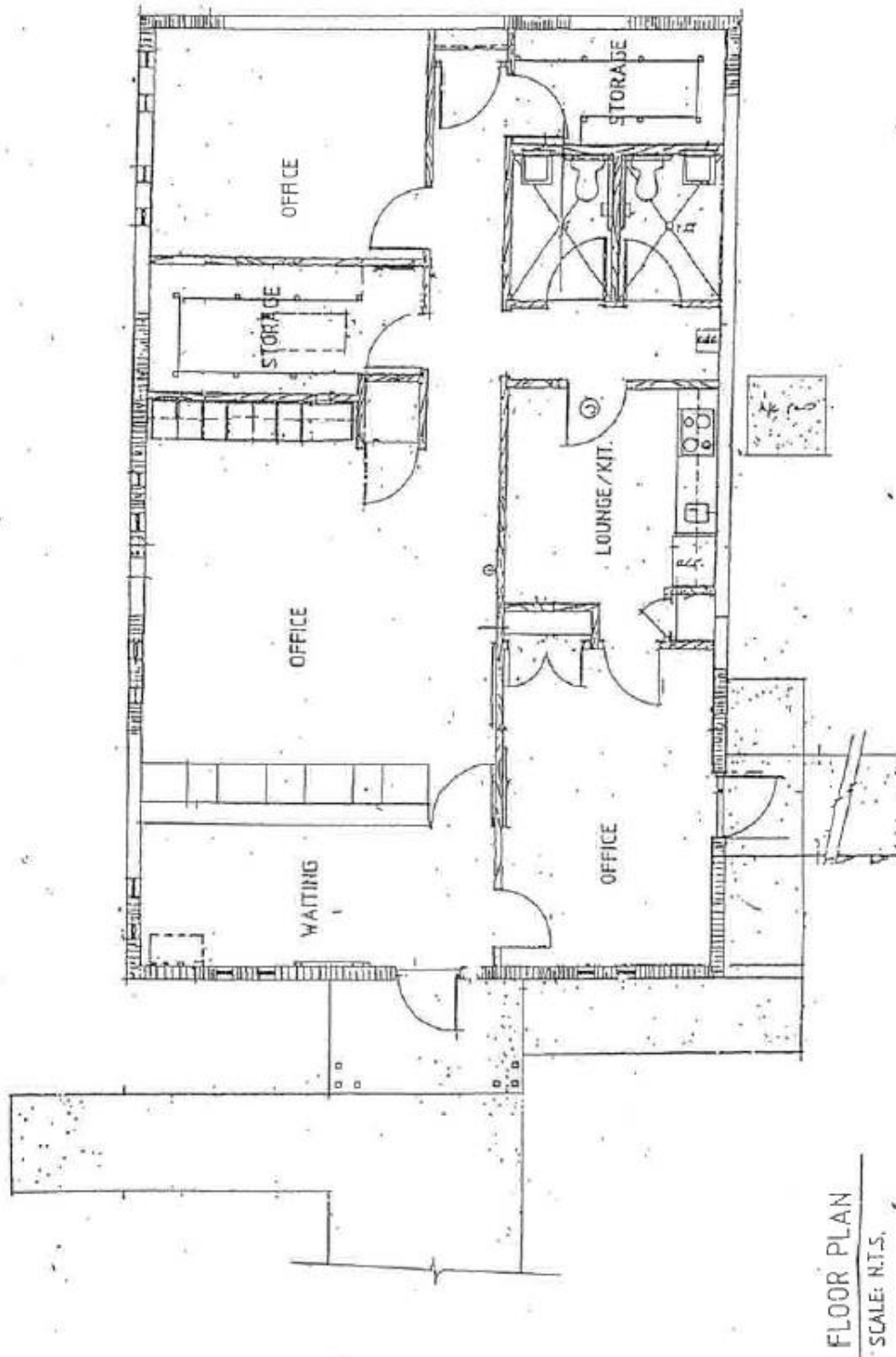
1. Clean and polish all chrome fittings.
2. Clean and sanitize toilet seats.
3. Clean and polish all glass and mirrors.
4. Empty all containers and disposals, insert liner as needed.
5. Empty and sanitize interior of sanitary container.
6. Dust metal partitions.
7. Remove spots, stains, and splashes from wall area adjacent to hand basins.
8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
9. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
10. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

B. Weekly

1. Wash and sanitize exterior of all containers
2. Spot clean toilet and urinal partitions.
3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.



Animal Shelter



FLOOR PLAN  
SCALE: N.T.S.

**ELECTRICAL DEPARTMENT - 854 GAYLE STREET  
(Mondays, Wednesday, and Fridays only)**

**GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
  - 1. Empty wastebaskets.
  - 2. Transport trash to designated area.
  - 3. Dust all furniture including desks, chairs, and tables.
  - 4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  - 5. Dust all exposed filing cabinets, bookcases, and shelves.
  - 6. Dust all telephones.
  - 7. Clean and sanitize drinking fountains.
  - 9. Clean counter tops and tables.
  
- B. Weekly
  - 1. Clean and sanitize telephones
  - 2. Spot clean all windows and interior glass.
  - 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  - 4. Chalk trough wet wiped.
  
- C. Monthly
  - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  - 2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  - 3. Clean interior glass.
  - 4. Damp clean black boards if requested
  
- D. Quarterly
  - 1. Dust venetian blinds.

**WASH ROOMS**

- A. Daily
  - 1. Clean and polish all chrome fittings.
  - 2. Clean and sanitize toilet seats.
  - 3. Clean and polish all glass and mirrors.
  - 4. Empty all containers and disposals, insert liner as needed.
  - 5. Empty and sanitize interior of sanitary container.
  - 6. Dust metal partitions.
  - 7. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  - 9. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 10. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
  - 11. Dust all furniture including tables, chairs, etc.

- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean toilets and urinal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

**FLOORS**

- A. Daily
  - 1. Dust mop or sweep
  - 2. Damp mop restrooms and lounges.
  - 3. Sanitize (restrooms).
- B. Twice Weekly
  - 1. Damp mop offices and crew areas.
- C. Weekly
  - 1. Spray buff open areas including knee space of desks.
- D. Quarterly
  - 1. Top Scrub and Wax
- E. Semi-annually (or as needed)
  - 1. Scrub and refinish to maintain adequate protective coating.

**ALL CARPETED AREAS**

- A. Daily
  - 1. Vacuum open areas.
  - 2. Remove spots and stains.

**FURNITURE**

- A. Weekly
  - 1. Vacuum Fabric.
  - 2. Damp wipe plastic.

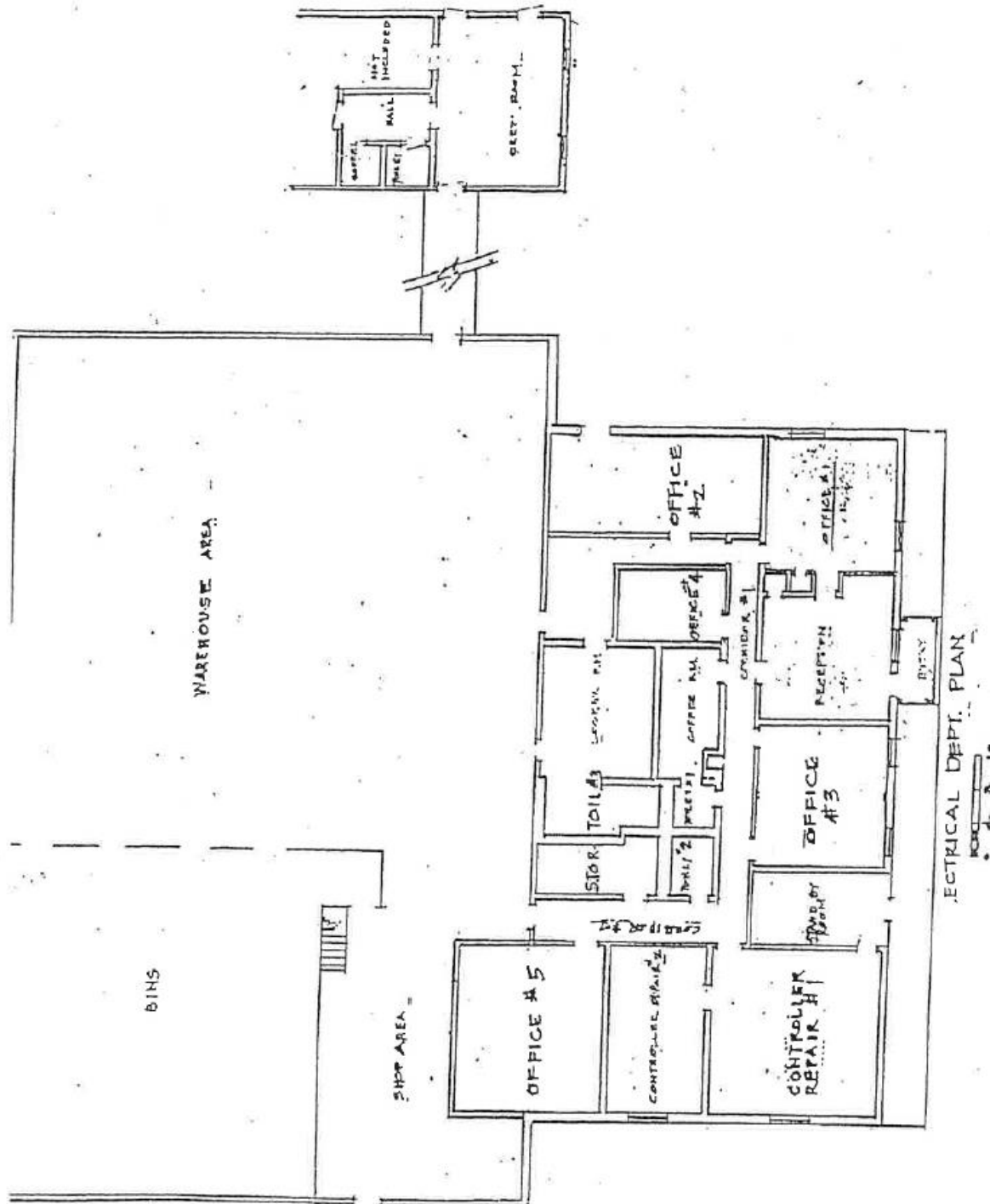
**WINDOWS**

- A. Monthly
  - 1. Clean interior of offices.

**WAREHOUSE**

- A. Twice Weekly
  - 1. Sweep open areas.
  - 2. Empty trash containers and disposals.
- B. Monthly
  - 1. Damp mop open areas.

Electrical Department



**FORT HARDEMAN – 720 MUSEUM DRIVE  
(Mondays, Wednesdays, and Fridays)****GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
  - 1. Empty wastebaskets.
  - 2. Transport trash to designated area.
  - 3. Dust all Furniture including desks, chairs, and tables.
  - 4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  - 5. Dust all exposed filing cabinets, bookcases, and shelves.
  - 6. Dust all telephones.
  - 7. Clean and sanitize drinking fountains.
  - 8. Clean counter tops and tables.
  - 9. Spot clean lobby glass including front doors and interior doors.
  - 10. Sweep/vacuum and dust stairways.
  
- B. Weekly
  - 1. Clean and sanitize telephones
  - 2. Clean entire lobby interior glass.
  - 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  
- C. Monthly
  - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  - 2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  - 3. Damp clean black boards if requested
  - 4. Clean Interior Window Glass
  
- E. Quarterly
  - 1. Dust venetian blinds

**WASH ROOMS**

- A. Daily
  - 1. Clean and polish all chrome fittings.
  - 2. Clean and sanitize toilet seats.
  - 3. Clean and polish all glass and mirrors.
  - 4. Empty all containers and disposals, insert liner as needed.
  - 5. Empty and sanitize interior of sanitary container.
  - 6. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc
  - 8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean metal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

**FLOORS**

- A. Daily
  - 1. Dust mop or sweep
  - 2. Damp mop restrooms and lounges.
  - 3. Sanitize (restrooms).
- B. Twice Weekly
  - 1. Damp mop lobby.
- C. Weekly
  - 1. Spray buff open areas including knee space of desks.
- D. Twice Monthly
  - 1. Scrub and refinish to maintain adequate protective coating.
- E. Semi-Annually (or as needed)
  - 1. Strip, clean, refinish, and machine polish

**ALL CARPETED AREAS**

- A. Daily
  - 1. Vacuum open areas.
  - 2. Remove spots and stains.
- B. Weekly
  - 1. Thoroughly vacuum entire carpet areas.
- C. Monthly
  - 1. Machine shampoo with non-resoiling shampoo to penetrate into fibers.
  - 2. Clean with absorption disk on buffing machine.
  - 3. Vacuum the day after shampooing.
- D. Quarterly
  - 1. High power vacuum clean loose grit and soil from carpet pile.
  - 2. Pretreat to remove stains.
  - 3. Shampoo clean using rotary discs and non-resoiling shampoo solution.
  - 4. Clean or rinse extract using high performance extraction equipment.
  - 5. Deodorize with specific chemical agent to control odors.

**FURNITURE**

- A. Daily
  - 1. Vacuum Fabric.
  - 2. Damp wipe plastic.

**BREAKROOMS**

- A. Daily
  - 1. Wash and sanitize tabletops, damp clean seats, and backs of chairs.
  - 2. Empty all containers and disposals and sanitize interior.
  
- B. Weekly
  - 1. Wash and sanitize exterior of all containers.

**STAIRWAYS AND HALLS**

- A. Daily
  - 1. Dust mop or sweep steps.
  - 2. Damp mop steps.
  - 3. Thoroughly vacuum carpet areas of hallways and stair landings.
  - 4. Remove spots & stains in carpet.





**HURTEL STREET – 1900 HURTEL STREET  
(Mondays and Thursdays)**

**Areas indicated on drawings (A, C, D, and E)**

**GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Transport trash to designated area.
  3. Dust all Furniture including desks, chairs, and tables.
  4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  5. Dust all exposed filing cabinets, bookcases, and shelves.
  6. Dust all telephones.
  7. Clean and sanitize drinking fountains.
  8. Clean counter tops and tables.
  9. Spot clean lobby glass including front doors and interior doors.
  10. Sweep/vacuum and dust stairways.
- B. Weekly
1. Clean and sanitize telephones
  2. Clean entire lobby interior glass.
  3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  3. Damp clean black boards if requested
  4. Clean Interior Window Glass
- F. Quarterly
1. Dust venetian blinds

**WASH ROOMS**

- A. Daily
1. Clean and polish all chrome fittings.
  2. Clean and sanitize toilet seats.
  3. Clean and polish all glass and mirrors.
  4. Empty all containers and disposals, insert liner as needed.
  5. Empty and sanitize interior of sanitary container.
  6. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc
  8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean metal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

**FLOORS**

- A. Daily
  - 1. Dust mop or sweep
  - 2. Damp mop restrooms and lounges.
  - 3. Sanitize (restrooms).
- B. Twice Weekly
  - 1. Damp mop lobby.
- C. Weekly
  - 1. Spray buff open areas including knee space of desks.
- D. Twice Monthly
  - 1. Scrub and refinish to maintain adequate protective coating.
- E. Semi-Annually (or as needed)
  - 1. Strip, clean, refinish, and machine polish

**ALL CARPETED AREAS**

- A. Daily
  - 1. Vacuum open areas.
  - 2. Remove spots and stains.
- B. Weekly
  - 1. Thoroughly vacuum entire carpet areas.
- C. Monthly
  - 1. Machine shampoo with non-resoiling shampoo to penetrate into fibers.
  - 2. Clean with absorption disk on buffing machine.
  - 3. Vacuum the day after shampooing.
- D. Quarterly
  - 1. High power vacuum clean loose grit and soil from carpet pile.
  - 2. Pretreat to remove stains.
  - 3. Shampoo clean using rotary discs and non-resoiling shampoo solution.
  - 4. Clean or rinse extract using high performance extraction equipment.
  - 5. Deodorize with specific chemical agent to control odors.

**FURNITURE**

- A. Daily
  - 1. Vacuum Fabric.
  - 2. Damp wipe plastic.

**BREAKROOMS**

- A. Daily
  - 1. Wash and sanitize tabletops, damp clean seats, and backs of chairs.
  - 2. Empty all containers and disposals and sanitize interior.
  
- B. Weekly
  - 1. Wash and sanitize exterior of all containers.

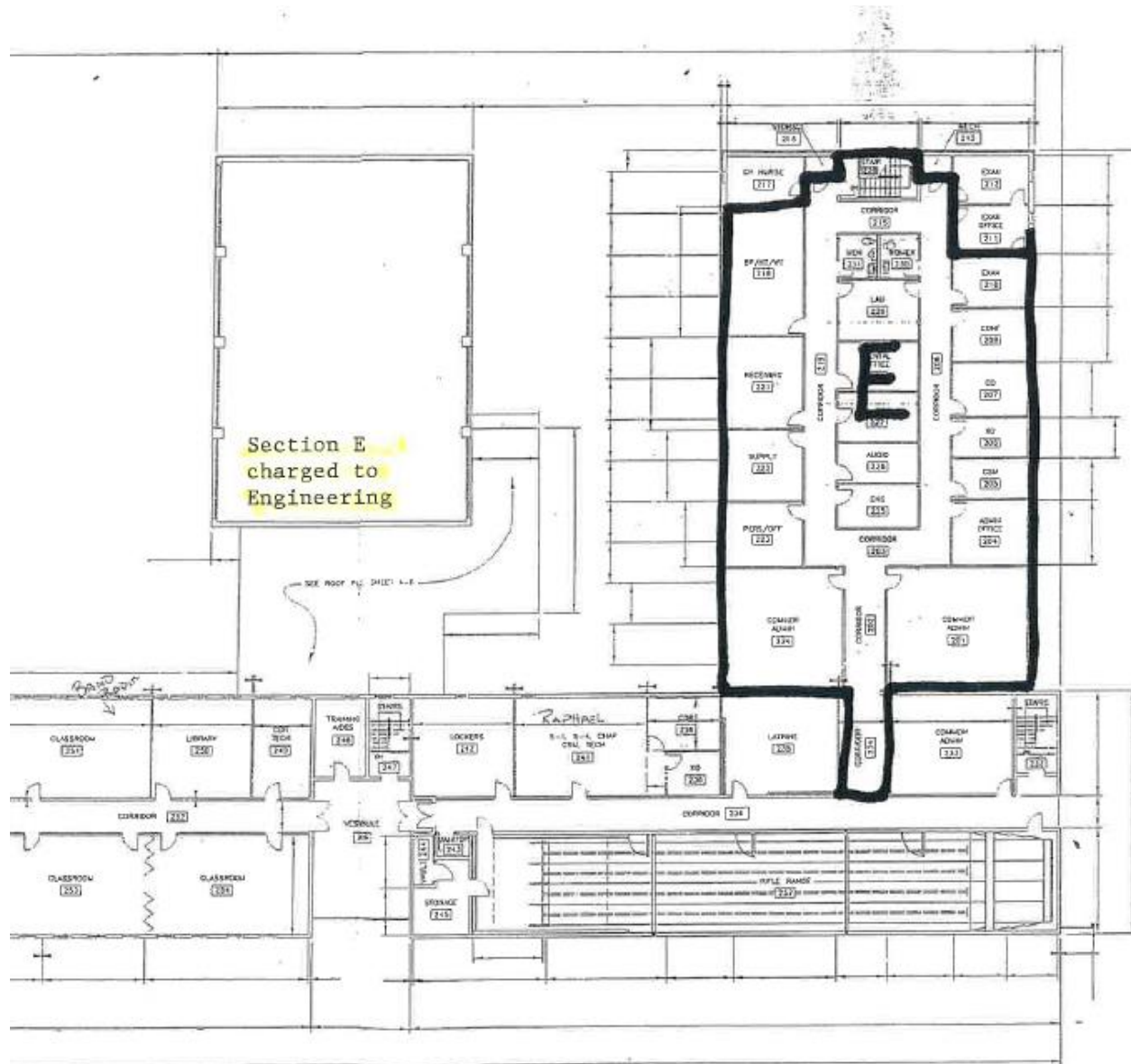
**STAIRWAYS AND HALLS**

- A. Daily
  - 1. Dust mop or sweep steps.
  - 2. Damp mop steps.
  - 3. Thoroughly vacuum carpet areas of hallways and stair landings.
  - 4. Remove spots & stains in carpet.





Hurtel Street – 2<sup>nd</sup> Floor



**GARAGE BODY SHOP – 901 KELLY STREET  
(Mondays, Wednesdays, and Fridays)****GENERAL OFFICES, LOUNGES AND CONNECTING ROOMS**

- A. Daily
  - 1. Empty wastebaskets.
  - 2. Remove and deposit trash to designated containers.
  - 3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  - 4. Dust partitions, ledges and low moldings.
  - 5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  - 6. Dust all exposed filing cabinets, bookcases, and shelves.
  - 7. Dust all telephones.
  - 8. Clean and sanitize drinking fountains.
  - 9. Clean counter tops and tables.
  - 10. Spot clean all windows and interior glass including glass in lobby and both sides of glass doors.
  - 11. Sweep with treated mop.
  - 12. Mop and remove all spills and stains on hard surface floors.
  - 13. Mop tracked in area during inclement weather.
  
- B. Weekly
  - 1. Wash lobby glass in and out.
  - 2. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  
- C. Twice Monthly
  - 1. Dust venetian blinds.
  - 2. Clean and refinish any worn or dirty tile floor area.
  
- D. Monthly
  - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  - 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  - 3. Hand dust wood paneling.
  - 4. Vacuum upholstered furniture.
  - 5. Clean and sanitize telephones.
  - 6. Clean baseboards.
  
- E. Quarterly
  - 1. Wax VCT floors.
  
- F. Semi-annually)
  - 1. Strip and wax VCT floors

**WASH ROOMS**

## A. Daily

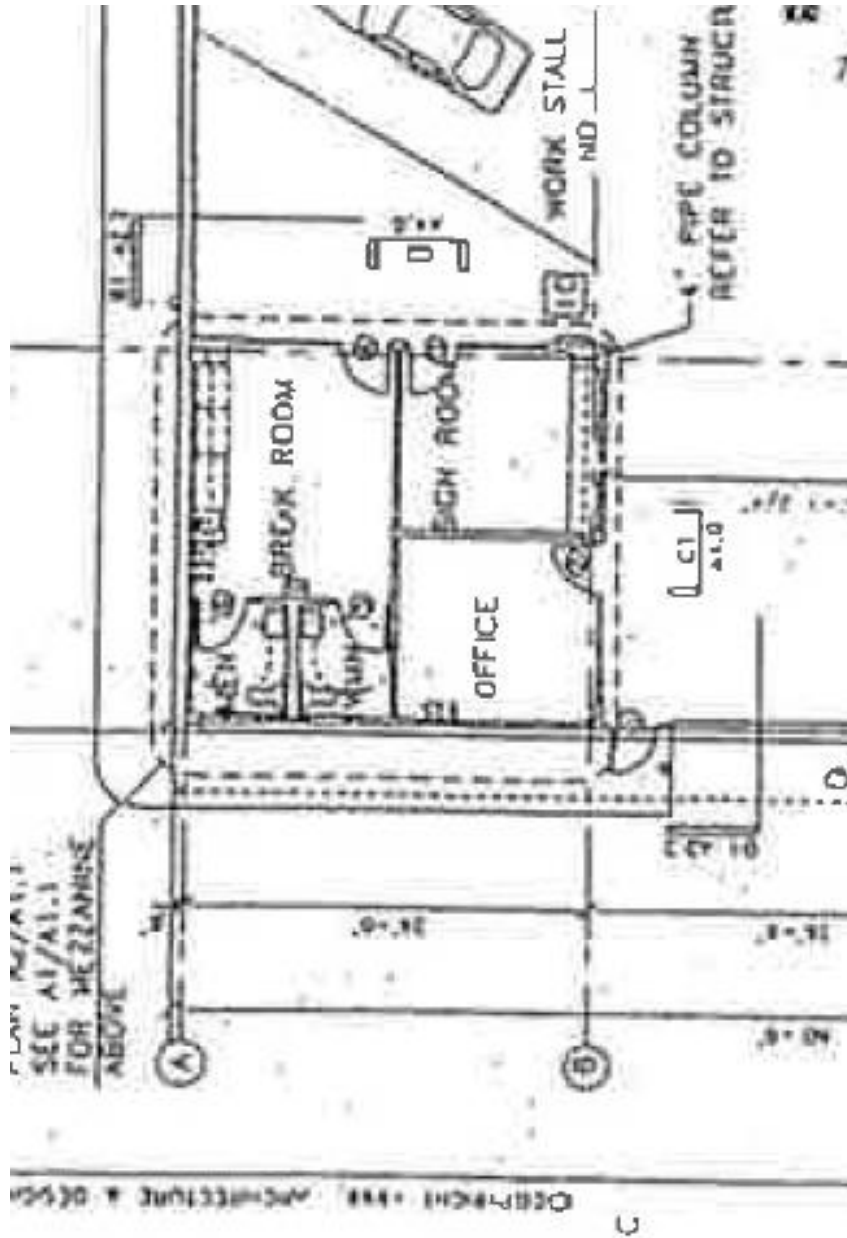
1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.
2. Clean and sanitize all flush rings, drain and overflow outlets.
3. Clean and polish all chrome fittings.
4. Clean and sanitize toilet seats.
5. Clean and polish all glass and mirrors.
6. Empty all containers and disposals, insert liner as needed.
7. Empty and sanitize interior of sanitary container.
8. Remove spots, stains, and splashes from wall area adjacent to hand basins.
9. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
10. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
11. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

## B. Weekly

1. Wash and sanitize exterior of all containers
2. Spot clean toilet and urinal partitions.
3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.



Garage Body Shop



**MECHANICAL MAINTENANCE BUILDING – 48 NORTH SAGE AVE  
(Mondays, Tuesdays, Thursdays, and Fridays)**

**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Transport trash to designated area.
  3. Dust all furniture including desks, chairs, and tables.
  4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  5. Dust all exposed filing cabinets, bookcases, and shelves.
  6. Dust all telephones.
  7. Clean and sanitize drinking fountains.
  8. Clean counter tops and tables in lounges.
- B. Weekly
1. Clean and sanitize telephones.
  2. Spot clean all windows and interior glass.
  3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  4. Chalk trough wet wiped.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  3. Clean entire interior glass.
  4. Damp clean black boards if requested.
- D. QUARTERLY
1. Dust venetian blinds.

**WASH ROOMS**

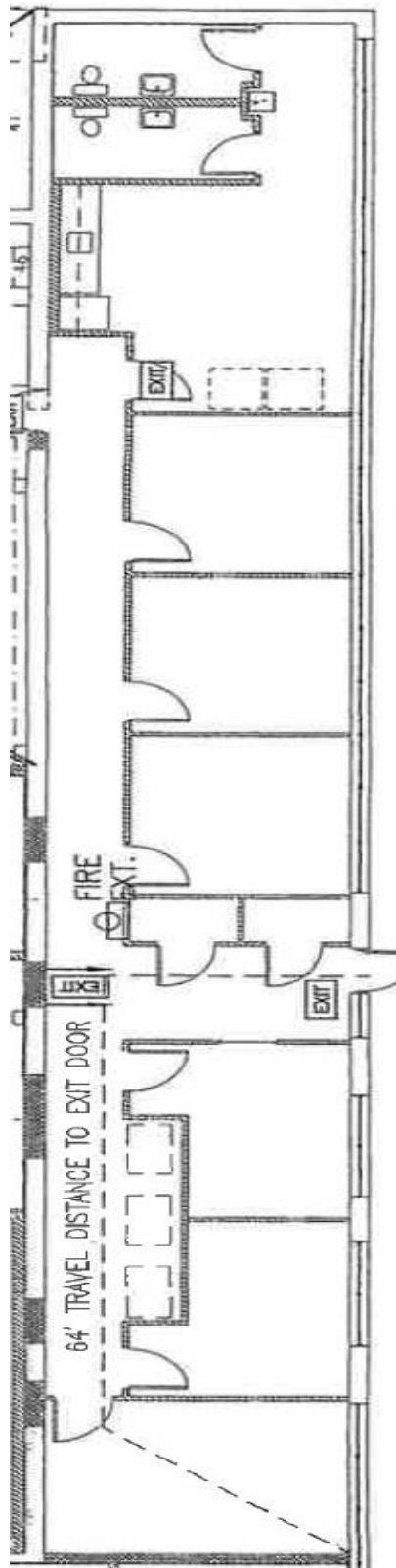
- A. Daily
1. Clean and polish all chrome fittings.
  2. Clean and sanitize toilet seats.
  3. Clean and polish all glass and mirrors.
  4. Empty all containers and disposals, insert liner as needed.
  5. Empty and sanitize interior of sanitary container.
  6. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
  10. Dust all furniture including tables, chairs, etc.

- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean metal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.
  
- C. Twice Weekly
  - 1. Wash and sanitize metal partitions.
  - 2. Wash and sanitize exterior of lockers.

**FLOORS (ALL FLOORS EXCEPT WAREHOUSE AREA)**

- A. Daily
  - 1. Dust mop or sweep
  - 2. Damp mop restrooms and lounges (DO NOT SPATTER BASEBOARD OR DOORS).
  - 3. Sanitize restrooms.
  
- B. Weekly
  - 1. Spray buff open areas including knee space of desks.
  
- C. Twice Weekly
  - 1. Damp mop offices and crew areas.
  
- D. Semi-annually (or as needed)
  - 1. Scrub and refinish to maintain adequate protective coating
  - 2. Strip, clean, refinish, and machine polish as directed or needed.

Mechanical Maintenance



**MOTOR POOL - 850 Virginia St.  
(Mondays, Wednesdays, and Fridays)**

**GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
  - 1. Empty wastebaskets.
  - 2. Transport trash to designated area.
  - 3. Dust all Furniture including desks, chairs, and tables.
  - 4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  - 5. Dust all exposed filing cabinets, bookcases, and shelves.
  - 6. Dust all telephones.
  - 7. Clean and sanitize drinking fountains.
  - 8. Clean counter tops and tables.
  - 9. Spot clean lobby glass including front doors and interior doors.
  - 10. Sweep/vacuum and dust stairways.
  - 11. Clean break room area – wipe down tables, counters, chairs; and remove trash.
  
- B. Weekly
  - 1. Clean and sanitize telephones
  - 2. Clean entire lobby interior glass.
  - 3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  - 4. Wipe down Breakroom – microwave, ice maker, and refrigerator.
  
- C. Twice Monthly
  - 1. Dust venetian blinds.
  
- D. Monthly
  - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  - 2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  - 3. Damp clean black boards if requested

**WASH ROOMS**

- A. Daily
  - 1. Clean and polish all chrome fittings.
  - 2. Clean and sanitize toilet seats.
  - 3. Clean and polish all glass and mirrors.
  - 4. Empty all containers and disposals, insert liner as needed.
  - 5. Empty and sanitize interior of sanitary container.
  - 6. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc
  - 8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

- B. Weekly
  1. Wash and sanitize exterior of all containers
  2. Spot clean metal partitions.
  3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

**FLOORS**

- A. Daily
  1. Dust mop or sweep
  2. Damp mop restrooms and lounges.
  3. Sanitize (restrooms).
- B. Twice Weekly
  1. Damp mop lobby.
- C. Weekly
  1. Spray buff open areas including knee space of desks.
- D. Twice Monthly
  1. Scrub and refinish to maintain adequate protective coating.
- E. Semi-Annually (or as needed)
  1. Strip, clean, refinish, and machine polish

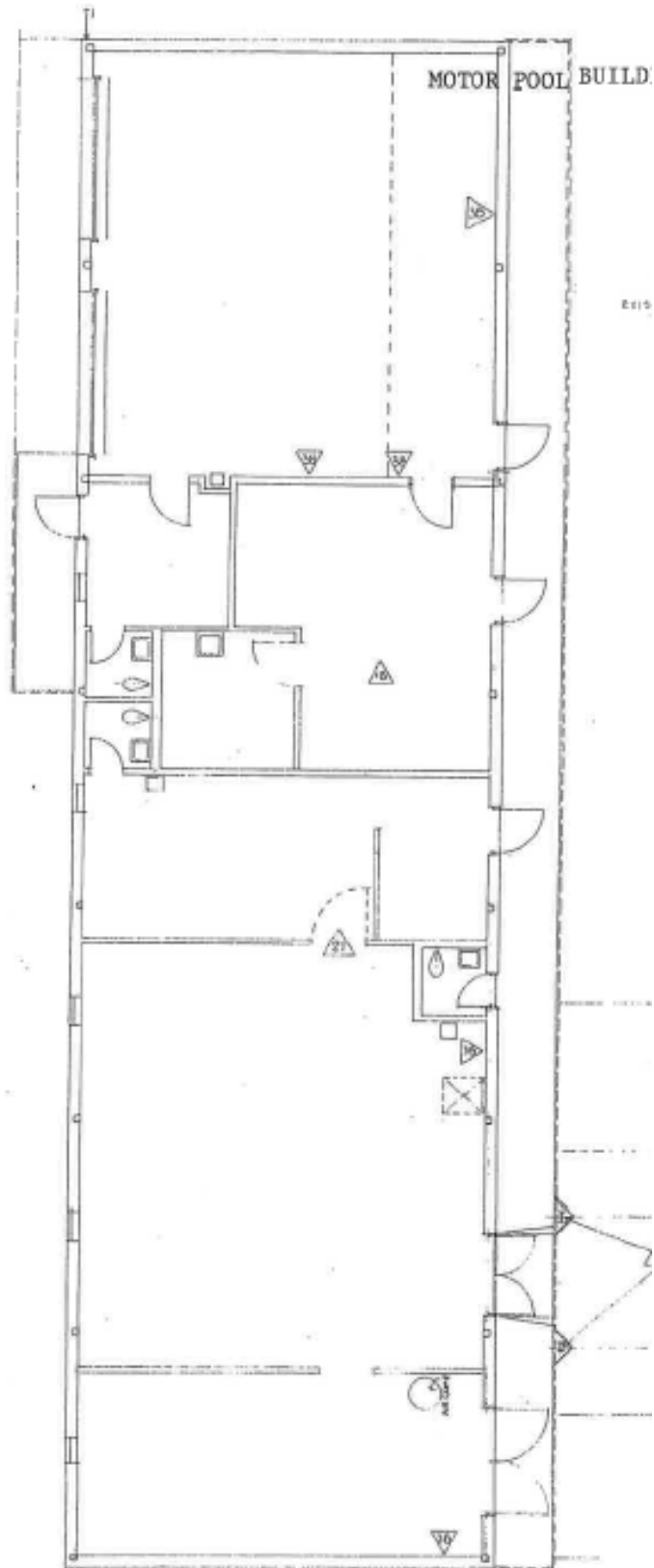
**ALL CARPETED AREAS**

- A. Daily
  1. Vacuum open areas.
  2. Remove spots and stains.
- B. Weekly
  1. Thoroughly vacuum entire carpet areas.
- C. Monthly
  1. Machine shampoo with non-resoiling shampoo to penetrate into fibers.
  2. Clean with absorption disk on buffing machine.
  3. Vacuum the day after shampooing.
- D. Quarterly
  1. High power vacuum clean loose grit and soil from carpet pile.
  2. Pretreat to remove stains.
  3. Shampoo clean using rotary discs and non-resoiling shampoo solution.
  4. Clean or rinse extract using high performance extraction equipment.
  5. Deodorize with specific chemical agent to control odors.

**FURNITURE**

- A. Daily
  1. Vacuum Fabric.
  2. Damp wipe plastic.

Motor Pool



**MUNICIPAL ARCHIVE BUILDING - 457 CHURCH STREET  
(Tuesdays and Thursdays)**

**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Transport trash to designated area.
  3. Dust all furniture including desks, chairs, tables.
  4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  5. Dust all exposed filing cabinets, bookcases, and shelves.
  6. Dust all telephones.
  7. Clean and sanitize drinking fountains.
  8. Clean counter tops and tables in lounges.
  9. Sweep/vacuum and dust stairways.
  10. Vacuum all carpeted areas.
- B. Weekly
1. Clean and sanitize telephones
  2. Clean all windows and interior glass.
  3. Damp clean baseboards.
  4. Damp clean laminated plastic wainscot.
  5. Remove finger prints from doors, frames, light switches, kick and push plates, handles, railings.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.
  2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  3. Clean entire interior glass.
  4. Vacuum acoustical paneling.
- D. QUARTERLY
1. Dust venetian blinds.
  2. Shampoo all carpeted areas or as needed to maintain cleanliness.

**WASH ROOMS**

- A. Daily
1. Clean and polish all chrome fittings.
  2. Clean and sanitize toilet seats.
  3. Clean and polish all glass and mirrors.
  4. Empty all containers and disposals, insert liner as needed.
  5. Empty and sanitize interior of sanitary container.
  6. Dust metal partitions.
  7. Remove spots, stains, splashes from wall area adjacent to hand basins.
  8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  9. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.



- 10. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
- 11. Dust all furniture including tables, chairs, etc.

B. Weekly

- 1. Wash and sanitize exterior of all containers
- 2. Spot clean toilet and urinal partitions.
- 3. High dust above hand height all horizontal surfaces including shelves, ledges, moldings.

**ALL TILED FLOORS AND STAIRWELLS**

A. Daily

- 1. Dust mop or sweep
- 2. Damp mop offices, stairwells, restrooms and lounges (DO NOT SPATTER BASEBOARD OR DOORS).
- 3. Sanitize restrooms.
- 4. Damp mop computer room twice a week. Take precautions to avoid getting water into a/c/ system on floor openings.

B. Weekly

- 1. Spray buff open areas including knee space of desks.

C. Semi-annually (or as needed)

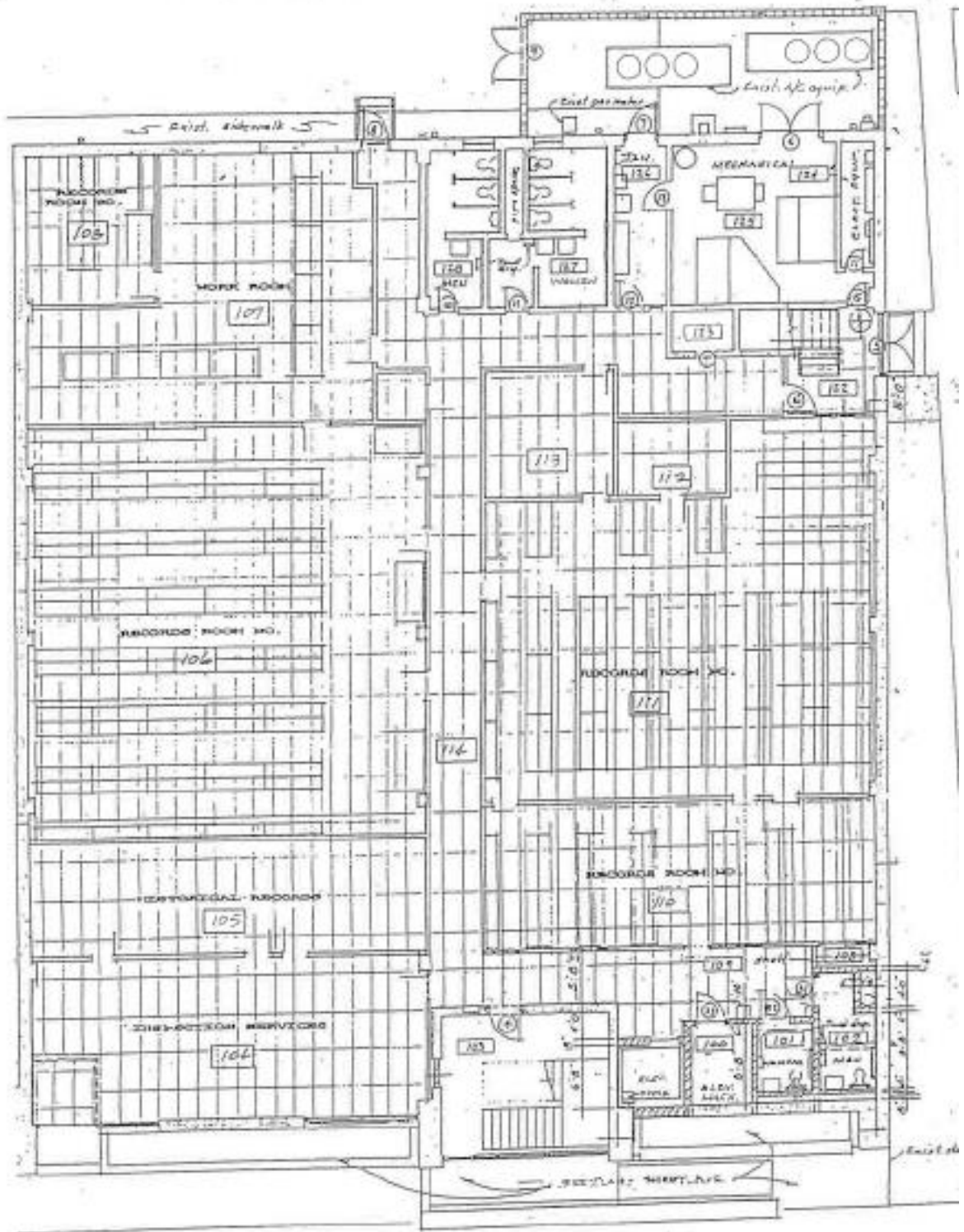
- 1. Scrub and refinish to maintain adequate protective coating
- 2. Strip, clean, refinish, and machine polish as directed or needed.

**FURNITURE**

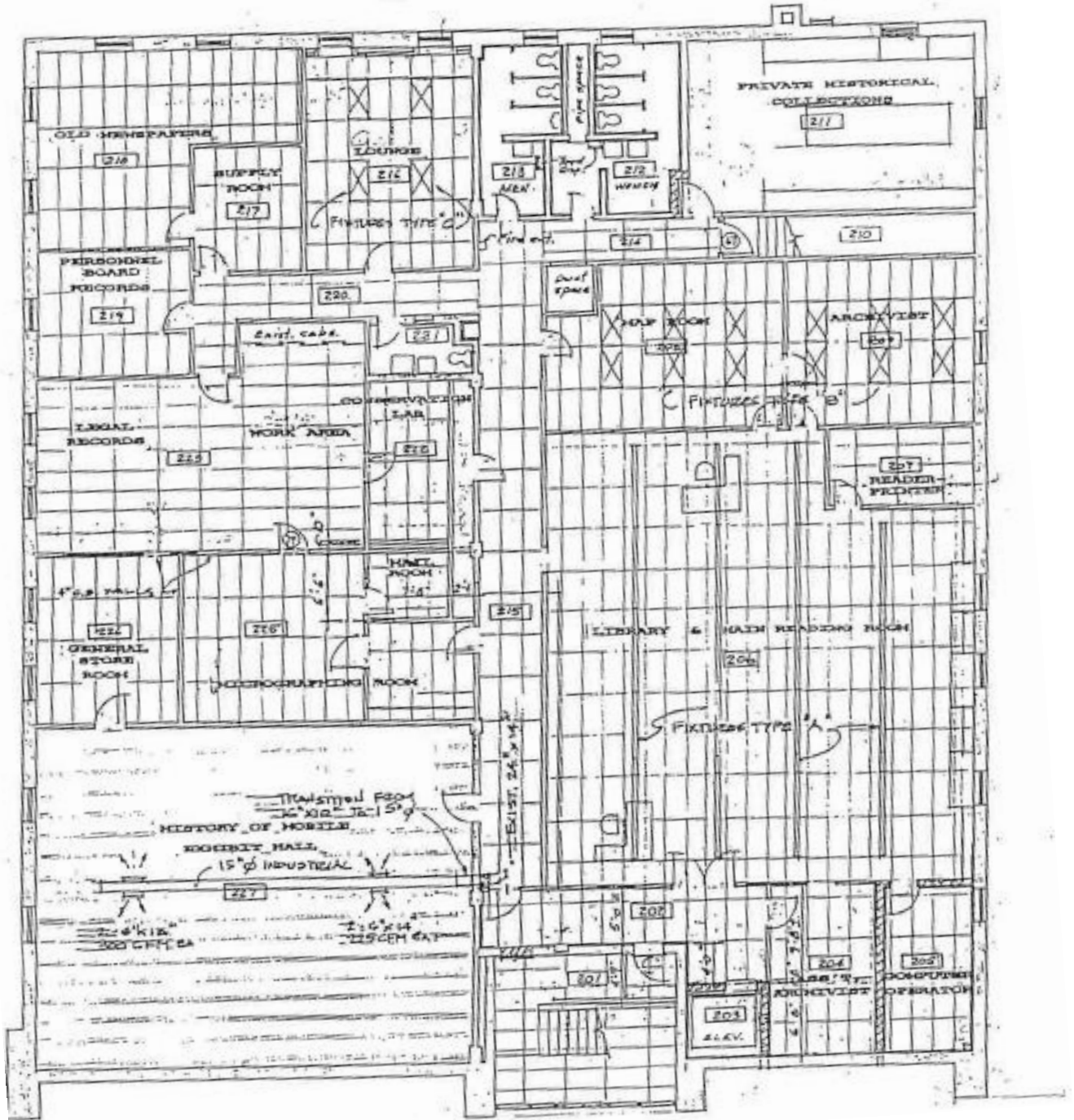
A. Weekly

- 1. Vacuum Fabric.
- 2. Damp wipe plastic.

Municipal Archives – 1<sup>st</sup> Floor



Municipal Archives – 2<sup>nd</sup> Floor



**POLICE ACADEMY - 1251 VIRGINIA STREET**  
**(Mondays, Wednesdays, and Fridays – General Cleaning)**  
**(Tuesdays – Showers)**  
**(Tuesdays and Thursdays – Gym)**

- A. Daily
1. Empty wastebaskets.
  2. Transport trash to designated area.
  3. Dust all Furniture including desks, chairs, and tables.
  4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  5. Dust all exposed filing cabinets, bookcases, and shelves.
  6. Dust all telephones.
  7. Clean and sanitize drinking fountains.
  8. Clean counter tops and tables.
- B. Weekly
1. Clean and sanitize telephones
  2. Spot Clean all windows and interior glass.
  3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
- C. Twice Monthly
1. Dust venetian blinds.

**SHOWERS**

1. Showers to be scrubbed and sanitized & pressure washed on Tuesdays, to help reduce bacteria, fungus, and viruses.

**GYM**

1. Clean Gym on Tuesdays and Thursdays – Clean and Sanitize all hard surfaces, floors, equipment, etc.

**RESTROOMS**

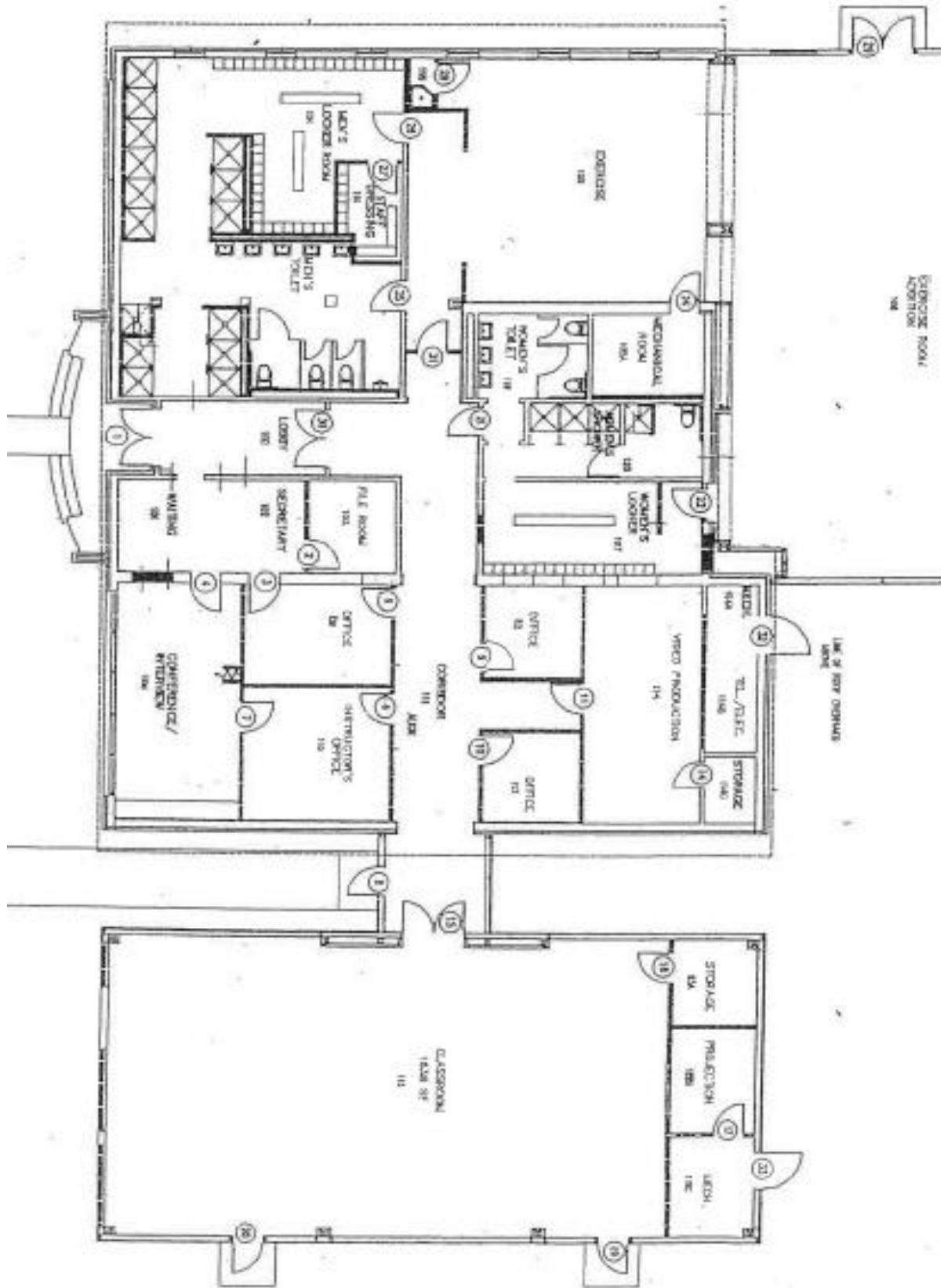
- A. Daily
1. Clean and polish all chrome fittings.
  2. Clean and sanitize toilet seats.
  3. Clean and polish all glass and mirrors.
  4. Empty all containers and disposals, insert liner as needed.
  5. Empty and sanitize interior of sanitary container.
  6. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  7. Clean all showers.
  8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  9. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  10. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean metal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

**FLOORS (Both vinyl composition and ceramic)**

- A. Daily
  - 1. Dust mop or sweep
  - 2. Damp mop offices, stairwells, restrooms and lounges. DO NOT SPATTER BASEBOARDS OR DOORS.
  - 3. Sanitize (restrooms).
  - 4. Scrub and refinish to maintain adequate protective coating (twice (2) yearly) or as needed.
  
- B. Quarterly
  - 1. Top Scrub and Wax
  
- C. Semi-Annually
  - 1. Strip and Refinish

Police Academy



**POLICE CENTRAL PRECINCT – 320 DAUPHIN STREET  
(Monday, Wednesday, and Fridays)**

**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGES, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Remove and deposit trash to designated containers.
  3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  4. Dust partitions, ledges and low moldings.
  5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  6. Dust all exposed filing cabinets, bookcases, and shelves.
  7. Dust all telephones.
  8. Clean and sanitize drinking fountains.
  9. Clean counter tops and tables.
  10. Spot clean entryway glass.
  11. Vacuum all carpeted areas.
  12. Remove spots from carpet.
  13. Damp mop and remove all spills and stains on hard surface floors.
  14. Turn off all lights, close windows and lock doors as instructed.
- B. Weekly
1. Clean all windows and interior glass.
  2. Clean pictures, frames, charts, etc.
  3. Clean all desks after permission from clients.
  4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  5. Clean and sanitize telephones.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
  2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  3. Vacuum acoustical paneling.
  4. Clean entire interior and exterior glass.
  5. Dust venetian blinds.
  6. Clean and refinish any worn or dirty tile floor area.
  7. Vacuum upholstered furniture.
  8. Scrub and refinish floors.
  9. Damp clean black boards if requested.
- D. Quarterly
1. Vacuum fabric furniture.
  2. Damp wipe plastic furniture.
  3. Wax VCT floors - Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

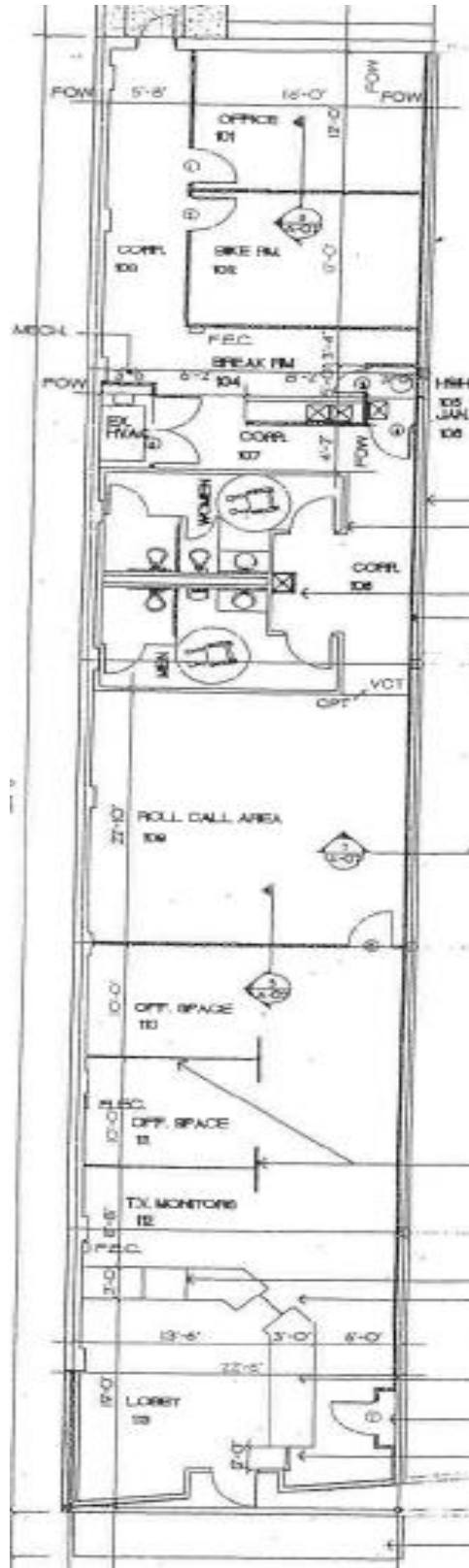
- E. Semi-annually (or as needed)
  - 1. Strip and wax VCT floors - Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

**WASH ROOMS**

- A. Daily
  - 1. Clean and polish all chrome fittings.
  - 2. Clean and sanitize toilet seats.
  - 3. Clean and polish all glass and mirrors.
  - 4. Empty all containers and disposals, insert liner as needed.
  - 5. Empty and sanitize interior of sanitary container.
  - 6. Dust metal partitions.
  - 7. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  - 9. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 10. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
  
- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean toilet and urinal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.



Police Central Precinct



**POLICE DEPARTMENT – SPECIAL OPERATIONS – 850 ST. ANTHONY ST.  
(Mondays, Wednesdays, and Fridays)**

**GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Transport trash to designated area.
  3. Dust all Furniture including desks, chairs, and tables.
  4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  5. Dust all exposed filing cabinets, bookcases, and shelves.
  6. Dust all telephones.
  7. Clean and sanitize drinking fountains.
  8. Clean counter tops and tables.
  9. Spot clean lobby glass including front doors and interior doors.
  10. Sweep/vacuum and dust stairways.
  11. Dust and spot clean elevators.
  12. Empty wastebaskets in Basement Rooms. Other daily tasks to be performed Twice Weekly in Basement except in hatched areas.
- B. Weekly
1. Clean and sanitize telephones
  2. Clean entire lobby interior glass.
  3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
- C. Twice Monthly
1. Dust venetian blinds.
- D. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  3. Damp clean black boards if requested

**WASH ROOMS**

- A. Daily
1. Clean and polish all chrome fittings.
  2. Clean and sanitize toilet seats.
  3. Clean and polish all glass and mirrors.
  4. Empty all containers and disposals, insert liner as needed.
  5. Empty and sanitize interior of sanitary container.
  6. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc
  8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean metal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

**FLOORS**

- A. Daily
  - 1. Dust mop or sweep.
  - 2. Damp mop restrooms and lounges.
  - 3. Sanitize (restrooms).
  - 4. Dust mop wood floor on second floor.
- B. Twice Weekly
  - 1. Damp mop lobby.
- C. Weekly
  - 1. Spray buff open areas including knee space of desks.
- D. Monthly
  - 1. Wax VCT floors – Schedule for third Saturday of each month.
- E. Semi-Annually
  - 1. Strip and wax VCT floors – Schedule on 3<sup>rd</sup> Saturday of months to be serviced.

**ALL CARPETED AREAS**

- A. Daily
  - 1. Vacuum open areas.
  - 2. Remove spots and stains.
- B. Weekly
  - 1. Thoroughly vacuum entire carpet areas.
- C. Monthly
  - 1. Machine shampoo with non-resoiling shampoo to penetrate into fibers.
  - 2. Clean with absorption disk on buffing machine.
  - 3. Vacuum the day after shampooing.
- D. Quarterly
  - 1. High power vacuum clean loose grit and soil from carpet pile.
  - 2. Pretreat to remove stains.
  - 3. Shampoo clean using rotary discs and non-resoiling shampoo solution.
  - 4. Clean or rinse extract using high performance extraction equipment.
  - 5. Deodorize with specific chemical agent to control odors.

**FURNITURE**

- A. Daily
  - 1. Vacuum Fabric.
  - 2. Damp wipe plastic.

**BREAKROOMS**

- A. Daily
  - 1. Wash and sanitize tabletops, damp clean seats, and backs of chairs.
  - 2. Empty all containers and disposals and sanitize interior.
- B. Weekly
  - 1. Wash and sanitize exterior of all containers.

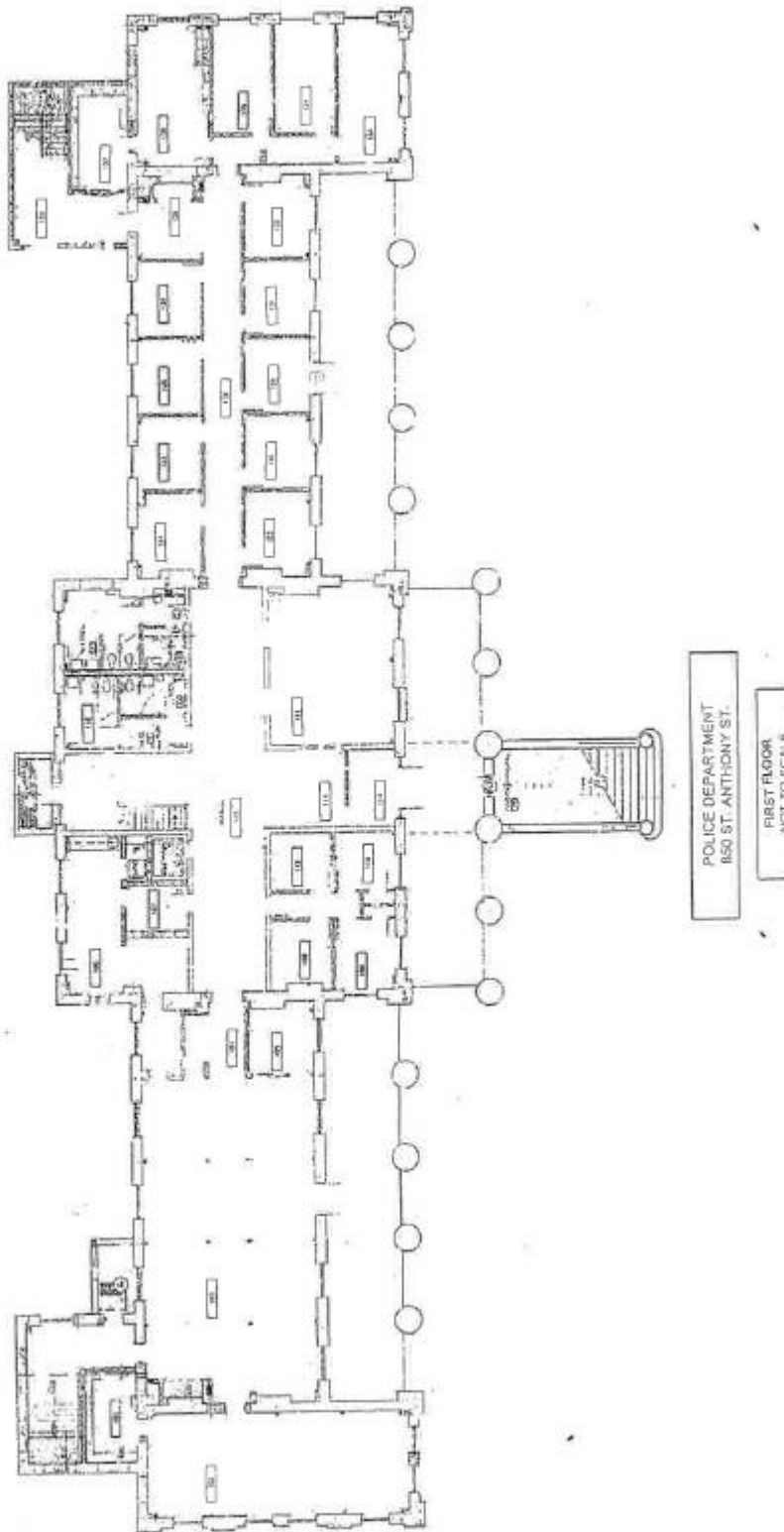
**STAIRWAYS AND HALLS**

- A. Daily
  - 1. Dust mop or sweep steps.
  - 2. Damp mop steps.
  - 3. Thoroughly vacuum carpet areas of hallways and stair landings.
  - 4. Remove spots & stains in carpet.

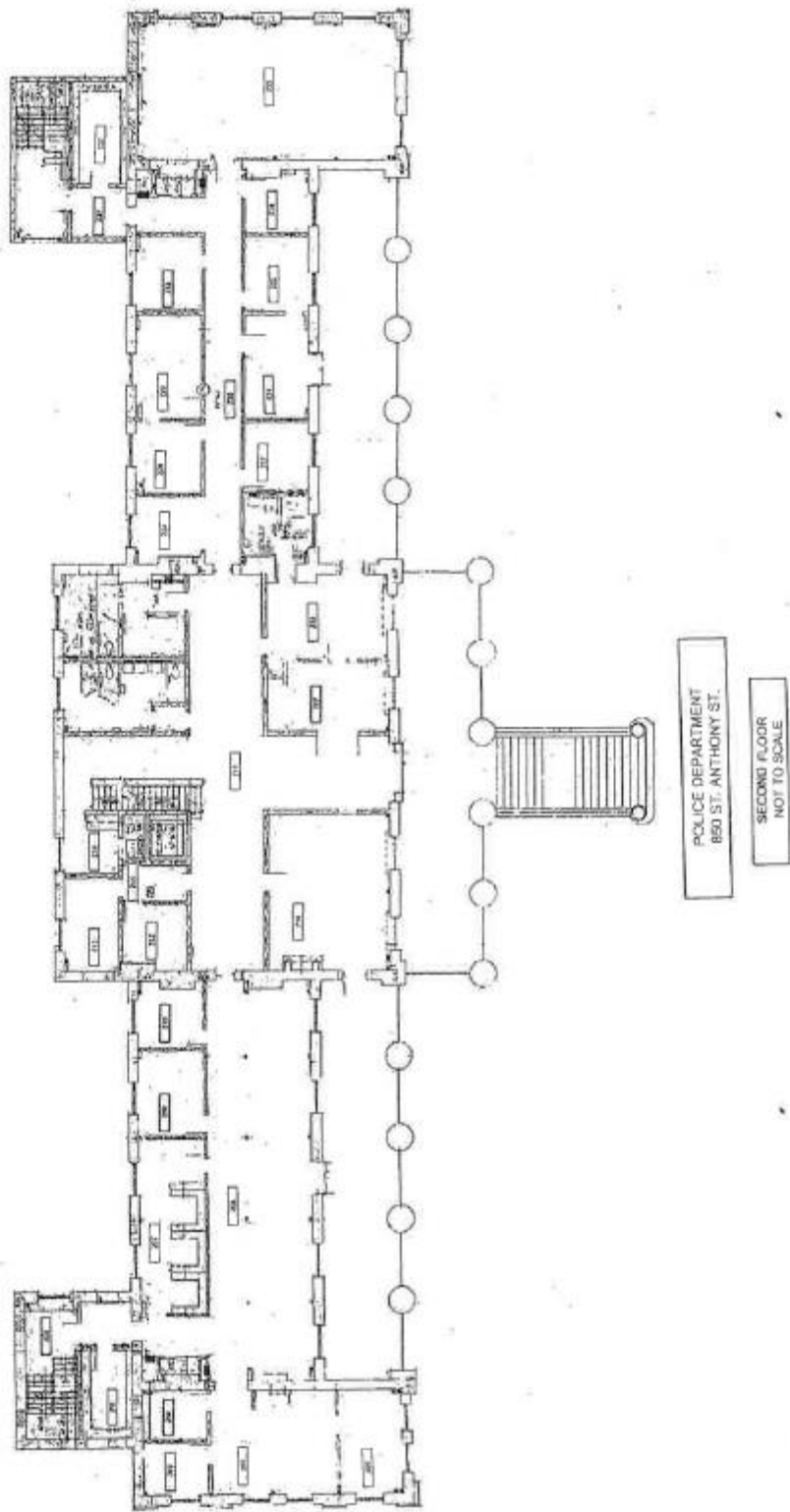
**ELEVATOR**

- A. Daily
  - 1. Vacuum all carpet areas.
  - 2. Remove spots and stains in carpet.
- B. Weekly
  - 1. Damp clean walls and railings.
- C. Monthly
  - 1. Machine shampoo.

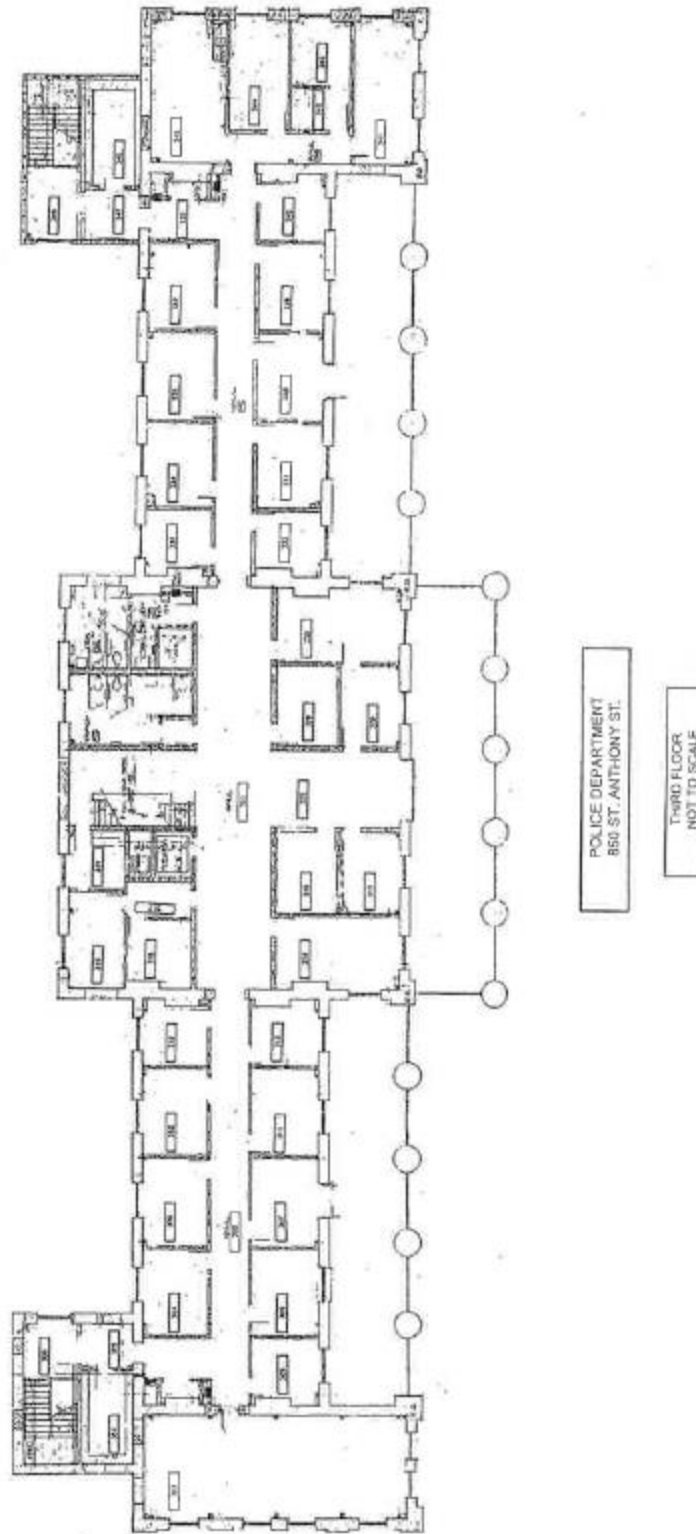
Police Department – Special Operations – 1<sup>st</sup> Floor



Police Department – Special Operations – 2<sup>nd</sup> Floor



Police Department – Special Operations – 3<sup>rd</sup> Floor



**POLICE FIRST PRECINCT - 850 VIRGINIA STREET**  
**(Mondays, Wednesdays, and Fridays)**

**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGES, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Remove and deposit trash to designated containers.
  3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  4. Dust partitions, ledges and low moldings.
  5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  6. Dust all exposed filing cabinets, bookcases, and shelves.
  7. Dust all telephones.
  8. Clean and sanitize drinking fountains.
  9. Clean counter tops and tables.
  10. Spot clean entryway glass.
  11. Vacuum rugs and carpet in traffic areas.
  12. Remove spots from carpet.
  13. Damp mop and remove all spills and stains on hard surface floors.
  14. Turn off all lights, close windows and lock doors as instructed.
- B. Weekly
1. Wash entry glass in and out.
  2. Thoroughly vacuum all carpeting, moving light furniture.
  3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
- C. Twice Monthly
1. Dust venetian blinds.
  2. Clean and refinish any worn or dirty tile floor area.
- D. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, etc.
  2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  3. Vacuum upholstered furniture.
  4. Clean and sanitize telephones.
  5. Clean baseboards.
- E. Quarterly
1. Shampoo carpet.
  2. Vacuum fabric furniture.
  3. Damp wipe plastic furniture.
  4. Wax VCT floors – Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

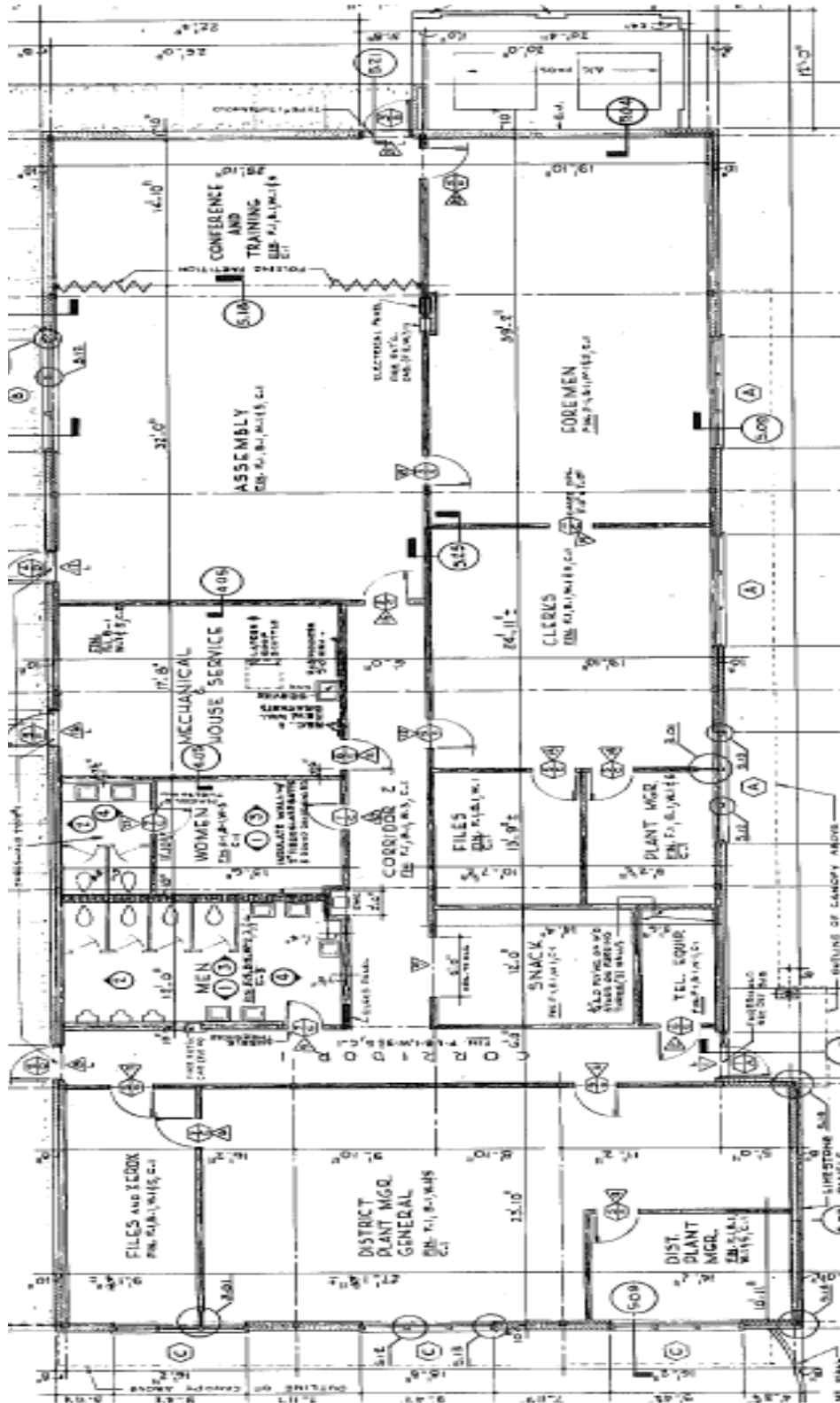


- F. Semi-annually
  - 1. Strip and refinish VCT floors – Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

**WASH ROOMS**

- A. Daily
  - 1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.
  - 2. Clean and sanitize all flush rings, drain and overflow outlets.
  - 3. Clean and polish all chrome fittings.
  - 4. Clean and sanitize toilet seats.
  - 5. Clean and polish all glass and mirrors.
  - 6. Empty all containers and disposals, insert liner as needed.
  - 7. Empty and sanitize interior of sanitary container.
  - 8. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 9. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  - 10. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 11. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean toilet and urinal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.
- C. Twice Weekly
  - 1. Wash and sanitize metal partitions.

Police First Precinct



**POLICE SECOND PRECINCT – 5441 HWY 90 West, SUITE C  
(Mondays, Wednesdays, and Fridays)**

**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGES, ETC.**

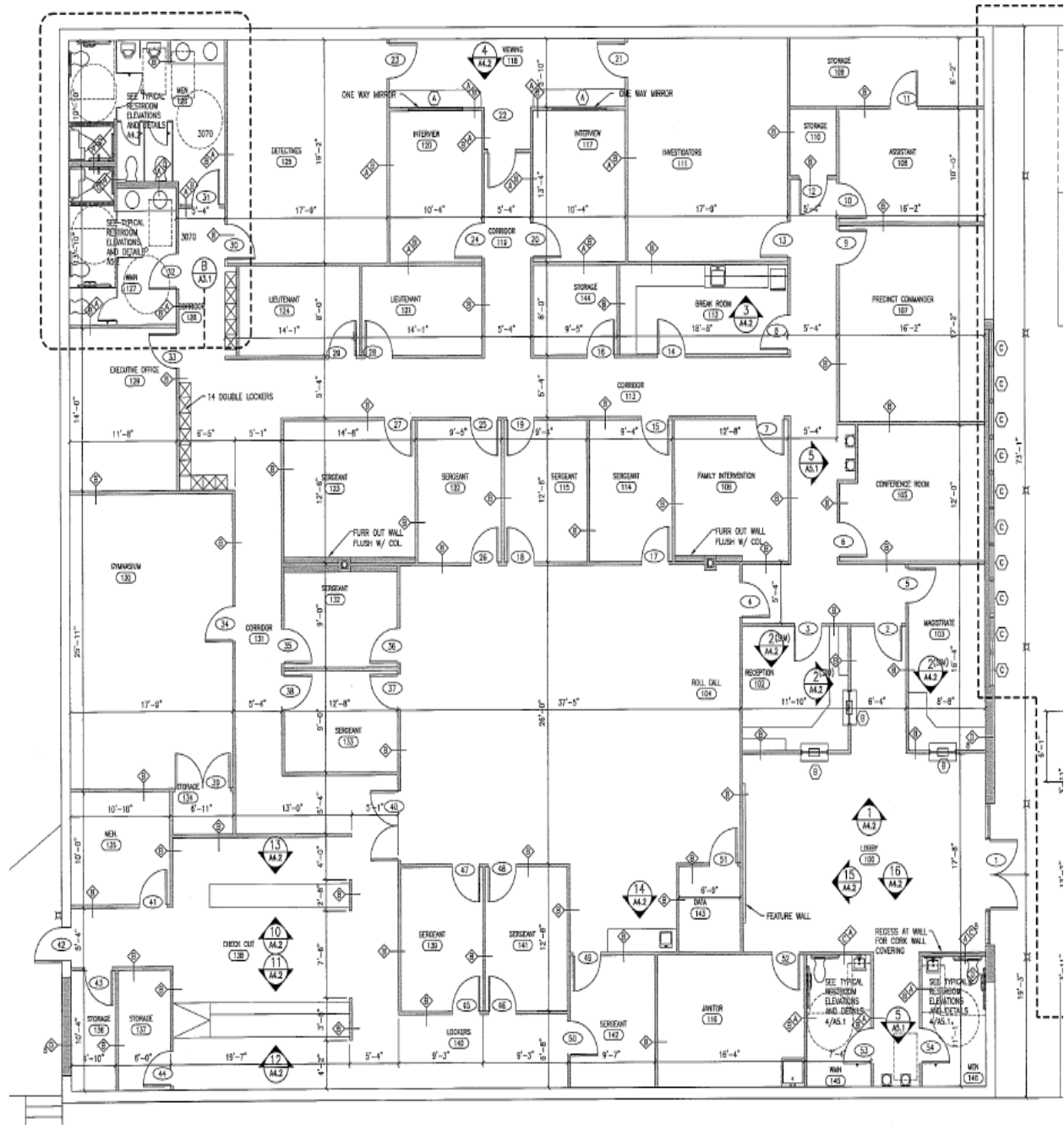
- A. Daily
1. Empty wastebaskets.
  2. Remove and deposit trash to designated containers.
  3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  4. Dust partitions, ledges and low moldings.
  5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  6. Dust all exposed filing cabinets, bookcases, and shelves.
  7. Dust all telephones.
  8. Clean and sanitize drinking fountains.
  9. Clean counter tops and tables.
  10. Spot clean entryway glass.
  11. Vacuum all carpeted areas.
  12. Remove spots from carpet.
  13. Damp mop and remove all spills and stains on hard surface floors.
  14. Turn off all lights, close windows and lock doors as instructed.
- B. Weekly
1. Spot clean all windows and interior glass.
  2. Damp clean baseboards,
  3. Damp clean laminated plastic wainscot.
  4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  5. Clean and sanitize telephones.
- C. Twice Monthly
1. Dust venetian blinds.
  2. Clean and refinish any worn or dirty tile floor area.
- D. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, etc.
  2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  3. Vacuum acoustical paneling.
  4. Clean entire interior glass.
- E. Quarterly
1. Shampoo carpet.
  2. Vacuum fabric furniture.
  3. Damp wipe plastic furniture.
  4. Wax VCT floors – Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

- F. Semi-annually (or as needed)
  - 1. Strip and refinish floors - Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

**WASH ROOMS**

- A. Daily
  - 1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.
  - 2. Clean and sanitize all flush rings, drain and overflow outlets.
  - 3. Clean and polish all chrome fittings.
  - 4. Clean and sanitize toilet seats.
  - 5. Clean and polish all glass and mirrors.
  - 6. Empty all containers and disposals, insert liner as needed.
  - 7. Empty and sanitize interior of sanitary container.
  - 8. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 9. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  - 10. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 11. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean toilet and urinal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.
- C. Twice Weekly
  - 1. Wash and sanitize toilet and urinal partitions.
  - 2. Vacuum all carpeted areas.

Police Second Precinct



**POLICE THIRD PRECINCT - 2165 SAINT STEPHENS ROAD  
(Mondays, Wednesdays, and Fridays)**

**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGES, ETC.**

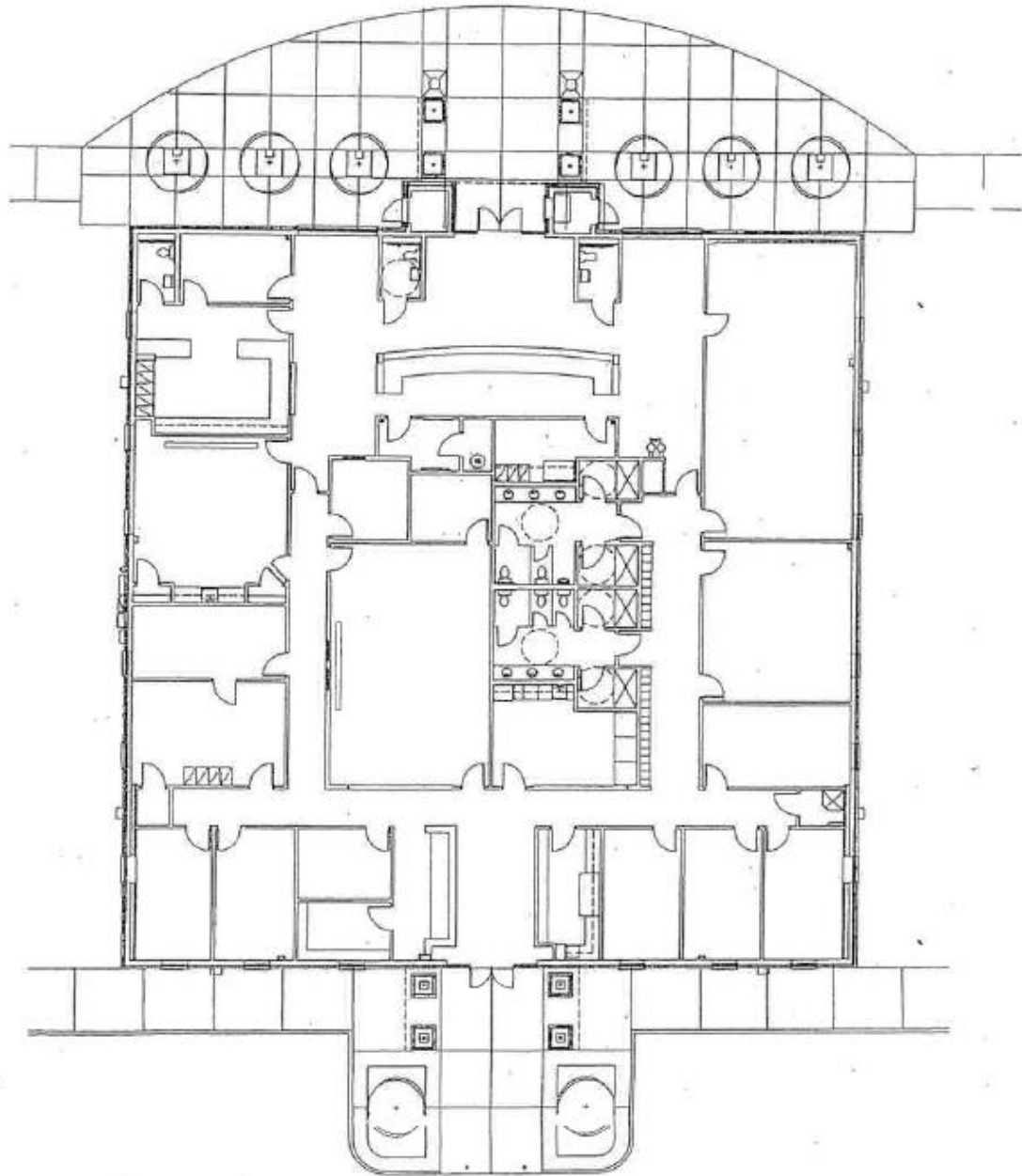
- A. Daily
15. Empty wastebaskets.
  16. Remove and deposit trash to designated containers.
  17. Dust and spot clean all furniture including desks, chairs, tables, etc.
  18. Dust partitions, ledges and low moldings.
  19. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  20. Dust all exposed filing cabinets, bookcases, and shelves.
  21. Dust all telephones.
  22. Clean and sanitize drinking fountains.
  23. Clean counter tops and tables.
  24. Spot clean entryway glass.
  25. Vacuum all carpeted areas.
  26. Remove spots from carpet.
  27. Damp mop and remove all spills and stains on hard surface floors.
  28. Turn off all lights, close windows and lock doors as instructed.
- B. Weekly
1. Spot clean all windows and interior glass.
  2. Damp clean baseboards,
  3. Damp clean laminated plastic wainscot.
  4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  5. Clean and sanitize telephones.
- C. Twice Monthly
1. Dust venetian blinds.
  2. Clean and refinish any worn or dirty tile floor area.
- D. Monthly
5. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, etc.
  6. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  7. Vacuum acoustical paneling.
  8. Clean entire interior glass.
- E. Quarterly
1. Shampoo carpet.
  2. Vacuum fabric furniture.
  3. Damp wipe plastic furniture.
  4. Wax VCT floors – Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

- F. Semi-annually (or as needed)
1. Strip and refinish floors - Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

### **WASH ROOMS**

- A. Daily
12. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.
  13. Clean and sanitize all flush rings, drain and overflow outlets.
  14. Clean and polish all chrome fittings.
  15. Clean and sanitize toilet seats.
  16. Clean and polish all glass and mirrors.
  17. Empty all containers and disposals, insert liner as needed.
  18. Empty and sanitize interior of sanitary container.
  19. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  20. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  21. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  22. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
- B. Weekly
1. Wash and sanitize exterior of all containers
  2. Spot clean toilet and urinal partitions.
  3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.
- C. Twice Weekly
1. Wash and sanitize toilet and urinal partitions.
  2. Vacuum all carpeted areas.

Police Third Precinct





**POLICE FOURTH PRECINCT – 8080 Airport Blvd.  
(Mondays, Wednesdays, and Fridays)**

**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGES, ETC.**

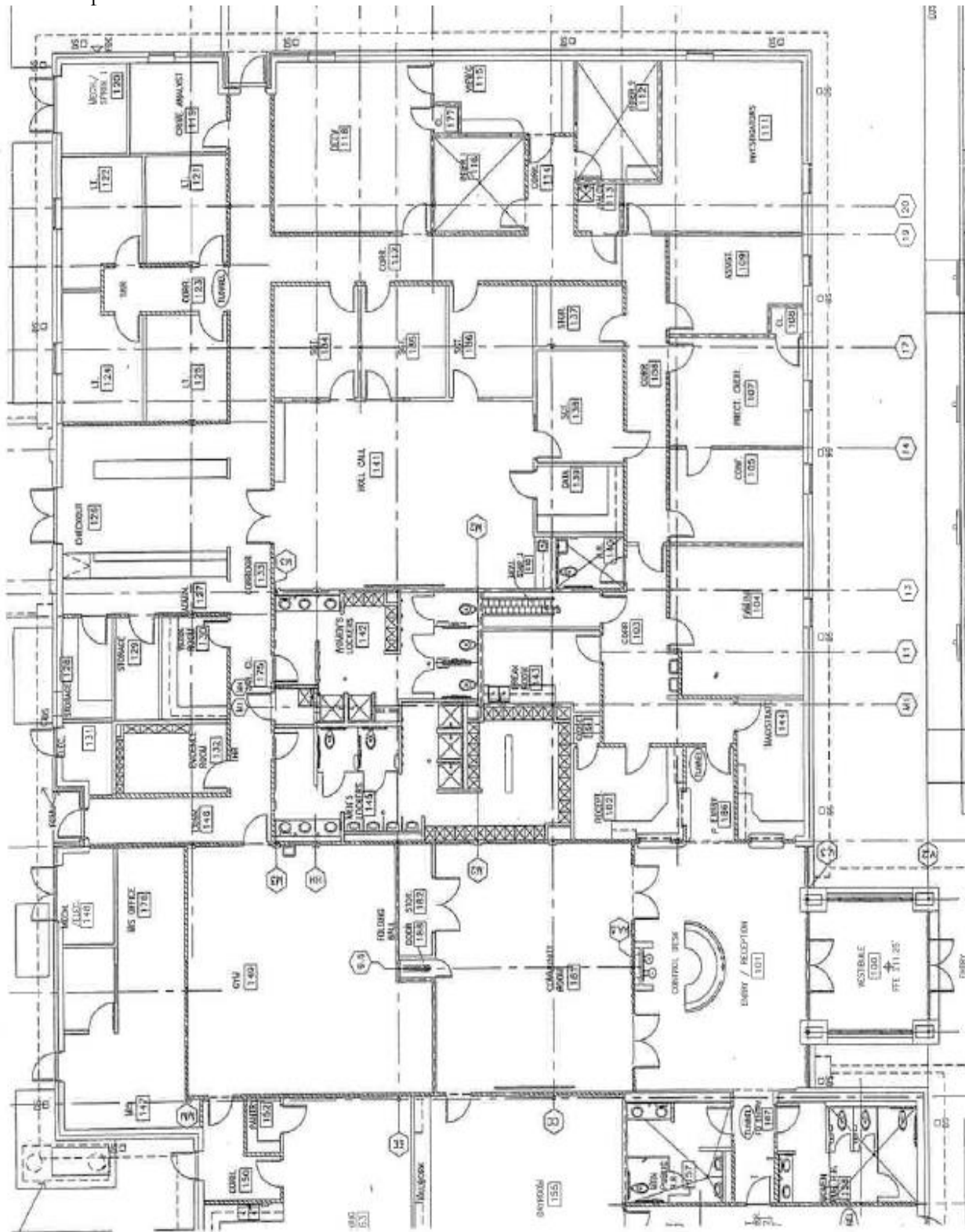
- A. Daily
1. Empty wastebaskets.
  2. Remove and deposit trash to designated containers.
  3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  4. Dust partitions, ledges and low moldings.
  5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  6. Dust all exposed filing cabinets, bookcases, and shelves.
  7. Dust all telephones.
  8. Clean and sanitize drinking fountains.
  9. Clean counter tops and tables.
  10. Spot clean entryway glass.
  11. Vacuum all carpeted areas.
  12. Remove spots from carpet.
  13. Damp mop and remove all spills and stains on hard surface floors.
  14. Turn off all lights, close windows and lock doors as instructed.
- B. Weekly
1. Clean all windows and interior glass.
  2. Clean pictures, frames, charts, etc.
  3. Clean all desks after permission from clients.
  4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  5. Clean and sanitize telephones.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, edges, etc.
  2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  3. Vacuum acoustical paneling.
  4. Clean entire interior and exterior glass.
  5. Dust venetian blinds.
  6. Clean and refinish any worn or dirty tile floor area.
  7. Vacuum upholstered furniture.
  8. Scrub and refinish floors.
  9. Damp clean black boards if requested.
- D. Quarterly
1. Shampoo carpet.
  2. Vacuum fabric furniture.
  3. Damp wipe plastic furniture.
  4. Wax VCT floors - Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

- E. Semi-annually
  - 1. Strip and refinish VCT floors - Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

**WASH ROOMS** (Also the restroom at Gas Pumps)

- A. Daily
  - 1. Clean and polish all chrome fittings.
  - 2. Clean and sanitize toilet seats.
  - 3. Clean and polish all glass and mirrors.
  - 4. Empty all containers and disposals, insert liner as needed.
  - 5. Empty and sanitize interior of sanitary container.
  - 6. Dust metal partitions.
  - 7. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  - 9. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 10. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
  
- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean metal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

Police Department – Fourth Precinct



**POLICE HEADQUARTERS– 2460 GOVERNMENT STREET  
(Mondays – Fridays)**

**GENERAL OFFICES, LOUNGES AND CONNECTING ROOMS**

**A. Daily**

1. Empty wastebaskets.
2. Remove and deposit trash to designated containers.
3. Dust and spot clean all furniture including desks, chairs, tables, etc.
4. Dust partitions, ledges and low moldings.
5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
6. Dust all exposed filing cabinets, bookcases, and shelves.
7. Dust all telephones.
8. Clean and sanitize drinking fountains.
9. Spot clean desktops.
10. Clean counter tops and tables.
11. Vacuum rugs and carpet in traffic areas.
12. Sweep with treated mop.
13. Mop and remove all spills and stains on hard surface floors.
14. Mop tracked in area during inclement weather.

**B. Weekly**

1. Wash lobby glass in and out.
2. Thoroughly vacuum all carpeting, moving light furniture.
3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.

**C. Twice Monthly**

1. Dust venetian blinds.
2. Clean and refinish any worn or dirty tile floor area.

**D. Monthly**

1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
3. Hand dust wood paneling.
4. Vacuum upholstered furniture.
5. Clean and sanitize telephones.
6. Clean baseboards.
7. Floor stripping and waxing to be scheduled on 1<sup>st</sup> Saturday of each month.

**E. Quarterly**

1. Shampoo carpet (highlighting)

**F. Semi-annually (or as needed)**

1. Strip clean, seal and machine polish all tile floors.

**WASH ROOMS****A. Daily**

1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.
2. Clean and sanitize all flush rings, drain and overflow outlets.
3. Clean and polish all chrome fittings.
4. Clean and sanitize toilet seats.
5. Clean and polish all glass and mirrors.
6. Empty all containers and disposals, insert liner as needed.
7. Empty and sanitize interior of sanitary container.
8. Remove spots, stains, and splashes from wall area adjacent to hand basins
9. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
10. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc
11. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

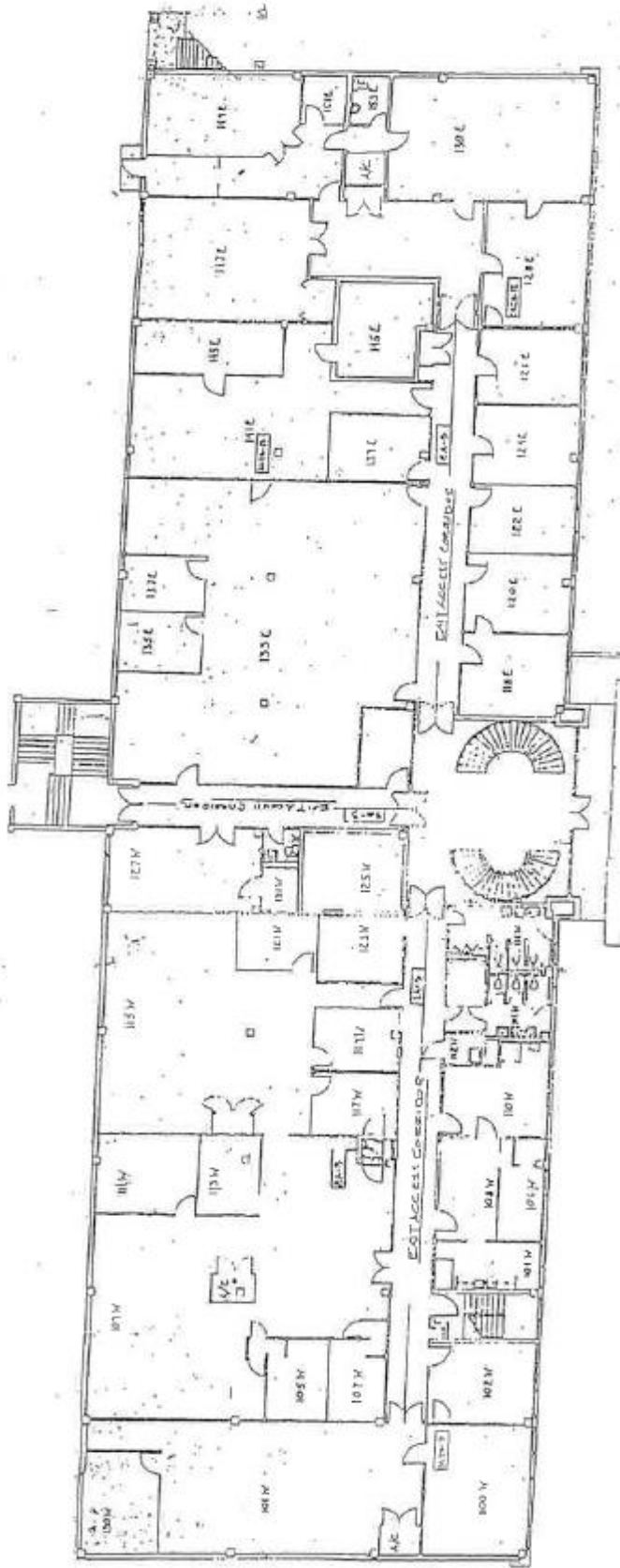
**B. Weekly**

1. Wash and sanitize exterior of all containers
2. Spot clean toilet and urinal partitions.
3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

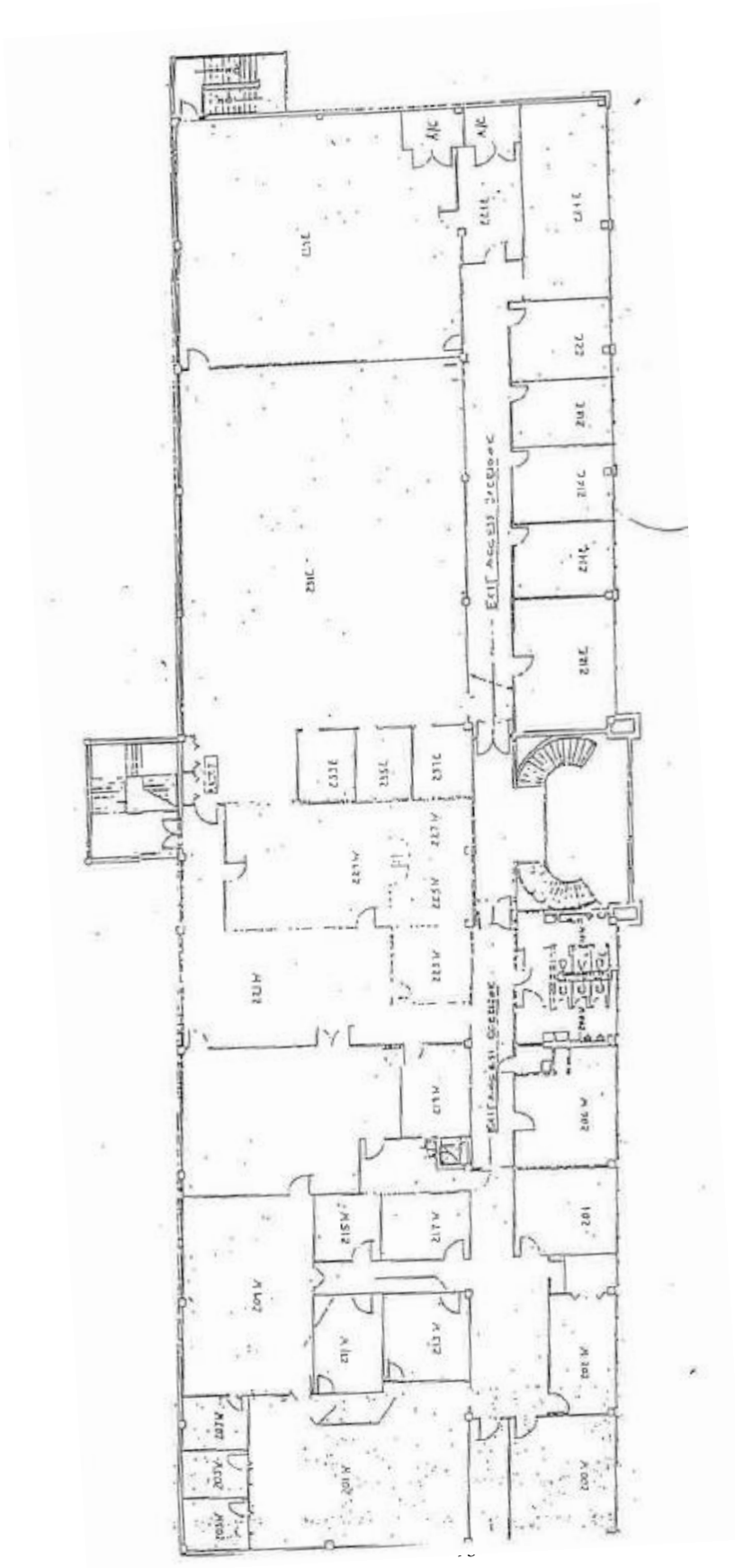
**C. Twice Weekly**

1. Wash and sanitize toilet and urinal partitions.

Police Headquarters – 1<sup>st</sup> Floor



Police Headquarters – 2<sup>nd</sup> Floor



Police Headquarters – Training Building





**POLICE IMPOUND YARD – 1251- B VIRGINIA ST.  
(Mondays and Thursdays)**

**GENERAL, PRIVATE OFFICES, LOBBY, LOUNGES, ETC.**

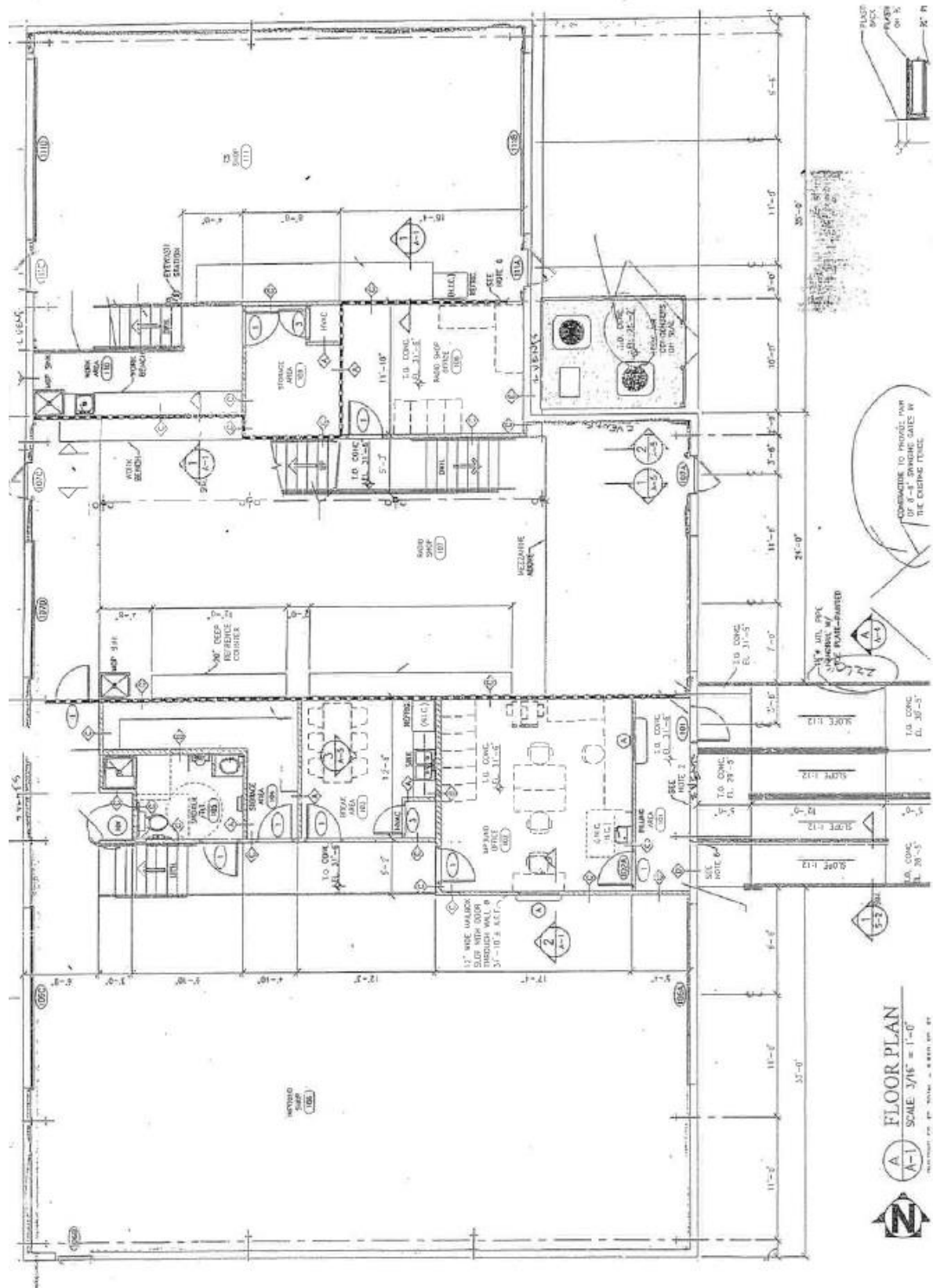
- A. Daily
1. Empty wastebaskets.
  2. Remove and deposit trash to designated containers.
  3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  4. Dust partitions, ledges and low moldings.
  5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  6. Dust all exposed filing cabinets, bookcases, and shelves.
  7. Dust all telephones.
  8. Clean and sanitize drinking fountains.
  9. Clean counter tops and tables.
  10. Spot clean entryway glass.
  11. Vacuum all carpeted areas.
  12. Remove spots from carpet.
  13. Damp mop and remove all spills and stains on hard surface floors.
  14. Turn off all lights, close windows and lock doors as instructed.
- B. Weekly
1. Spot clean all windows and interior glass.
  2. Damp clean baseboards,
  3. Damp clean laminated plastic wainscot.
  4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  5. Clean and sanitize telephones.
- C. Twice Monthly
1. Dust venetian blinds.
  2. Clean and refinish any worn or dirty tile floor area.
- D. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, etc.
  2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  3. Clean entire interior glass.
- E. Quarterly
1. Shampoo carpet.
  2. Vacuum fabric furniture.
  3. Damp wipe plastic furniture.
  4. Top Scrub and Wax Floors

- F. Semi-annually (or as needed)
  - 1. Strip and refinish floors

**WASH ROOMS**

- A. Daily
  - 1. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins.
  - 2. Clean and sanitize all flush rings, drain and overflow outlets.
  - 3. Clean and polish all chrome fittings.
  - 4. Clean and sanitize toilet seats.
  - 5. Clean and polish all glass and mirrors.
  - 6. Empty all containers and disposals, insert liner as needed.
  - 7. Empty and sanitize interior of sanitary container.
  - 8. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 9. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc,
  - 10. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 11. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
  
- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean toilet and urinal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

Police Impound



**PUBLIC BUILDINGS DEPARTMENT - 850 OWENS STREET  
(Tuesdays and Thursdays)****GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
  - 1. Empty wastebaskets.
  - 2. Transport trash to designated area.
  - 3. Dust all Furniture including desks, chairs, and tables.
  - 4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  - 5. Dust all exposed filing cabinets, bookcases, and shelves.
  - 6. Dust all telephones.
  - 7. Clean and sanitize drinking fountains.
  - 8. Clean counter tops and tables.
  - 9. Spot clean all windows and interior glass.
  - 10. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, and rails.
  
- B. Monthly
  - 1. Clean and sanitize telephones.
  - 2. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  - 3. Clean entire interior glass.
  - 4. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  
- C. Quarterly
  - 1. Dust venetian blinds

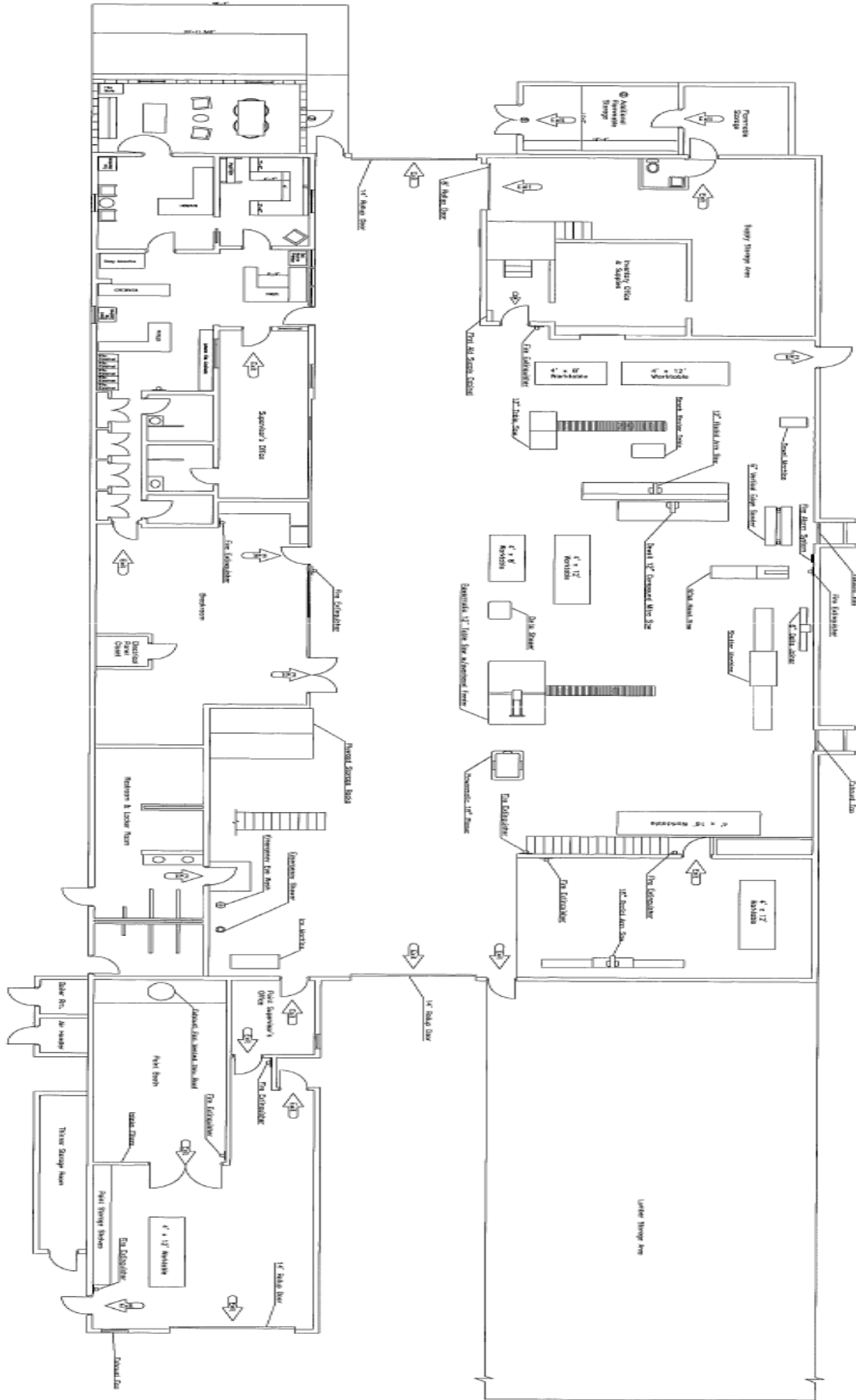
**WASH ROOMS**

- A. Daily
  - 1. Clean and polish all chrome fittings.
  - 2. Clean and sanitize toilet seats.
  - 3. Clean and polish all glass and mirrors.
  - 4. Empty all containers and disposals, insert liner as needed.
  - 5. Empty and sanitize interior of sanitary container.
  - 6. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  - 8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
  - 10. Dust all furniture including tables, chairs, etc.
  
- B. Weekly
  - 1. Clean and polish all glass and mirrors
  - 2. High dust above hand height all horizontal surfaces including shelves, ledges and moldings.

**FLOORS - (All tiled except workshop area.)**

- A. Work to be Performed
  - 1. Dust mop or sweep
  - 2. Damp mop offices
  - 2. Damp mop restrooms and lounges.
  
- B. Weekly
  - 1. Spray buff open areas including knee space of desks.
  
- C. Semi-Annually
  - 1. Scrub and refinish to maintain adequate protective coating (twice (2) a year or as needed.)
  - 2. Clean carpeted areas

Public Buildings Department



**PUBLIC WORKS COMPLEX - 770 GAYLE STREET  
(Mondays – Fridays)**

**1. MAIN GARAGE AREA**

- (a) Main Offices and classroom (asphalt tile).
- (b) Supervisors office (asphalt tile).
- (c) Main office hall (asphalt tile).
- (d) Main garage area and Fire Department
- (e) Main garage break room (asphalt tile).
- (f) Parts Department Office (asphalt tile).
- (g) Parts Department.
- (h) Rebuild Shop
- (I) Construction equipment, welding shop and broom area.
- (j) Tractor Shop.
- (k) All restroom (toilet, wash and showers - hard tile).
- (l) Main office break room (asphalt tile).

**2. GARAGE - FUEL, OIL AND TIRE AREA**

- (a) Fuel Station office (asphalt tile).
- (b) Restroom (hard tile).
- (c) Tire shop office and work area.
- (d) Preventative maintenance shop.
- (e) Oil and grease area.
- (f) Oil tank room.
- (g) Tractor and Trailer repair shop.

**3. HEAVY EQUIPMENT SHOP**

- (a) Shop.
- (b) Work area.
- (c) Shop office (asphalt tile).
- (d) Restroom (asphalt tile).

**The area map attached designates all areas by above combinations of numbers and letters, i.e. (3-C) Tire shop office and work area. Floors not otherwise designated are cement.**

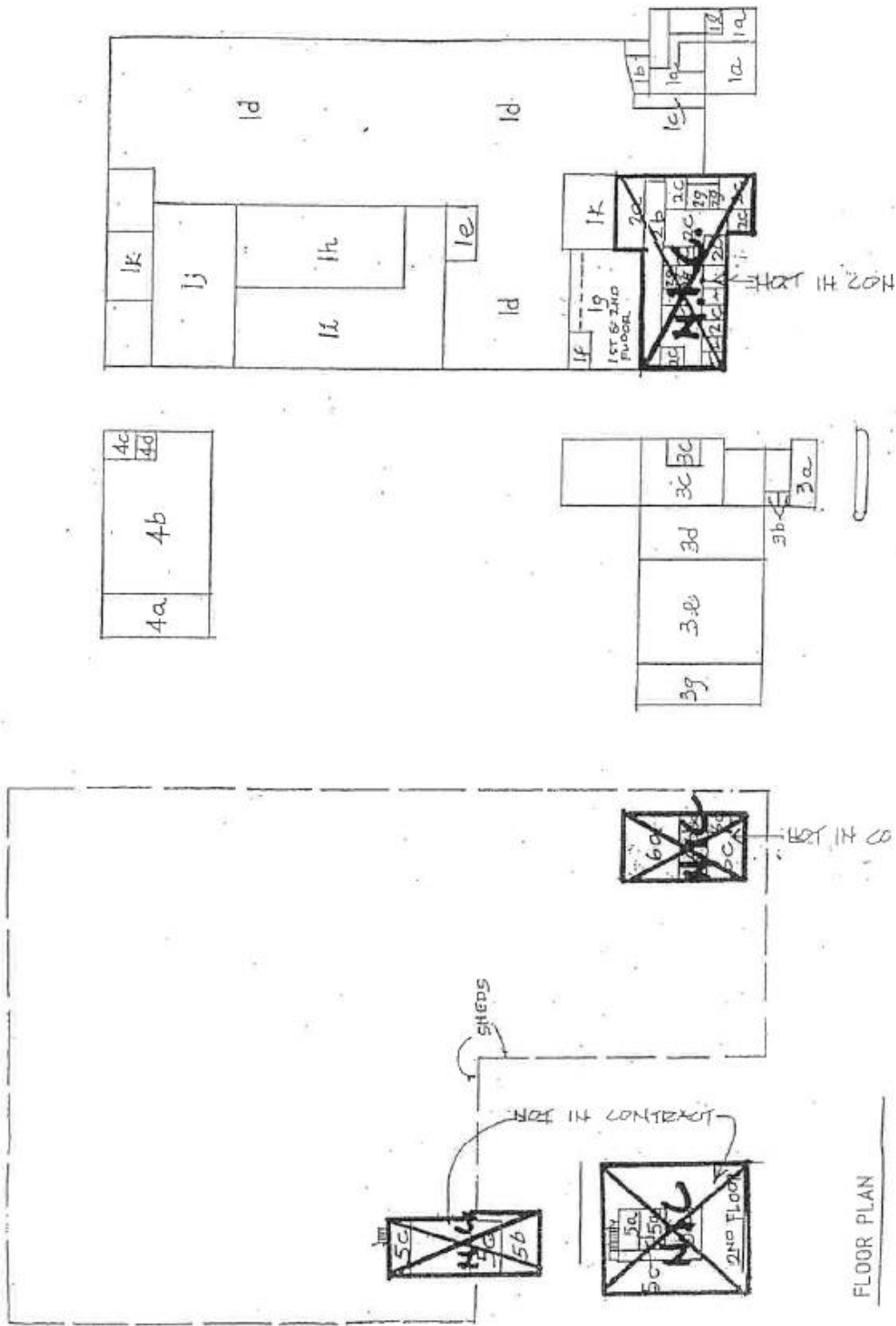
**A. Daily**

- 1. Sweep and/or dry clean with treated mop all floors (except on city of Mobile holidays) and as specified in Section 01700, Page 3, Paragraph 1.5.2.
- 2. Tile in areas other than restrooms, break areas and kitchens are to be maintained on a daily schedule with necessary wet treated mop. buffing and added finish as necessary or minimum once per week.
- 3. Vacuum carpets.
- 4. Collect trash an deposit in assigned trash container.
- 5. Spot clean sills, floors, walls, furniture, coffee makers.
- 6. Wet mop restroom floors with cleaner and disinfectant.
- 7. Clean and sanitize drinking fountains, wash basins, toilet bowls, toilet seats and urinals.
- 8. Fill toilet paper holders, soap dispensers, towel dispensers and urinal dispensers.

9. Clean door entrance mats, vacuum rug type, shake out or brush other.
  10. Wash and disinfect break area tables and benches, also kitchen facilities.
  11. Damp mop break area and kitchen floors with cleaner and disinfectant.
- B. Twice Weekly
1. Dust all furniture in offices, halls, lobby , etc.
- C. Weekly
1. Dust low level areas such as window sill, ledges, hand rails, air conditioners, etc.
  2. Spot clean doors, walls, glass partitions.
  3. Clean and sanitize telephones.
  4. Clean and polish restroom walls, tile, partitions, tables, racks, benches, etc.
- D. Monthly
1. Clean all clear glass interior doors, entrance lobby doors, glass partitions, etc.
  2. Clean high spots, such as door and window headers, shelves, pictures, bulletin and chalk boards.
  3. Wash and disinfect all waste baskets, trash cans.
- E. Semi-annually
1. Shampoo carpets. **(SPOT CLEANING TO BE DONE AS NEEDED).**
  2. Floor Wax Service.
    - (a) All tile (hard & asphalt) will be completely cleaned, stripped of old grime and wax, twice (2) per year.
    - (b) All tile, to be sealed with an approved sealer, 2 coats - sealer used to conform with type floor. This includes all restrooms, break areas, halls and offices.
    - (c) After proper application of sealer and floors are clean, three coats of floor finish is to be applied. This process applies to all tile floors.



Public Works Department



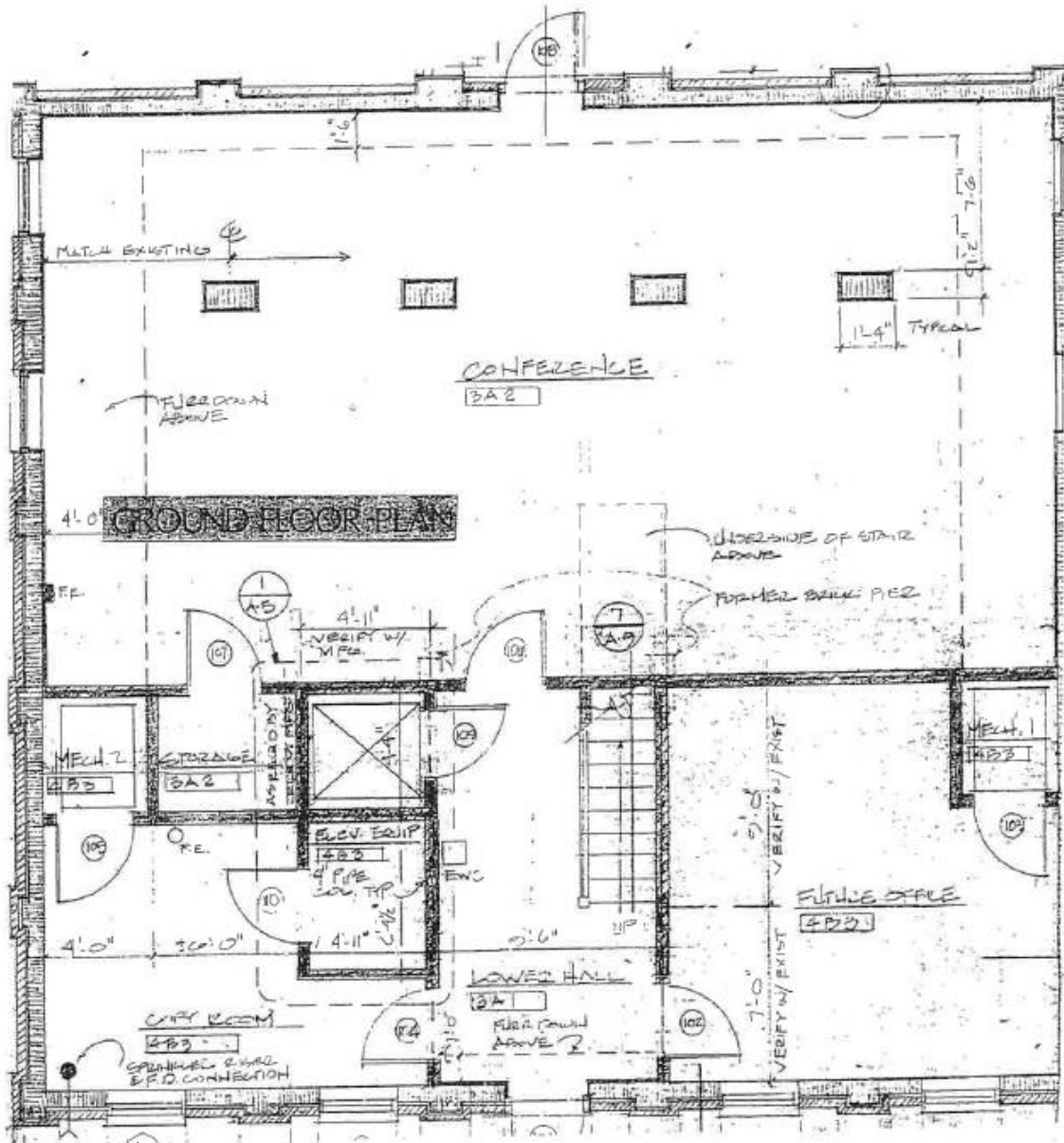
**TARDY COTTAGE – 104 South Lawrence St.  
(Tuesdays and Fridays)****GENERAL, PRIVATE OFFICES, LOBBY, LOUNGES, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Remove and deposit trash to designated containers.
  3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  4. Dust partitions, ledges and low moldings.
  5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  6. Dust all exposed filing cabinets, bookcases, and shelves.
  7. Dust all telephones.
  8. Clean and sanitize drinking fountains.
  9. Clean counter tops and tables.
  10. Spot clean entryway glass.
  11. Vacuum all carpeted areas.
  12. Remove spots from carpet.
  13. Damp mop and remove all spills and stains on hard surface floors.
  14. Turn off all lights, close windows and lock doors as instructed.
- B. Weekly
1. Spot clean all windows and interior glass.
  2. Damp clean baseboards,
  3. Damp clean laminated plastic wainscot.
  4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  5. Clean and sanitize telephones.
- C. Twice Monthly
1. Dust venetian blinds.
  2. Clean and refinish any worn or dirty tile floor area.
- D. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, etc.
  2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  3. Vacuum acoustical paneling.
  4. Clean entire interior glass.
- E. Quarterly
1. Shampoo carpet.
  2. Vacuum fabric furniture.
  3. Damp wipe plastic furniture.
- F. Semi-annually (or as needed)
1. Strip and refinish floors

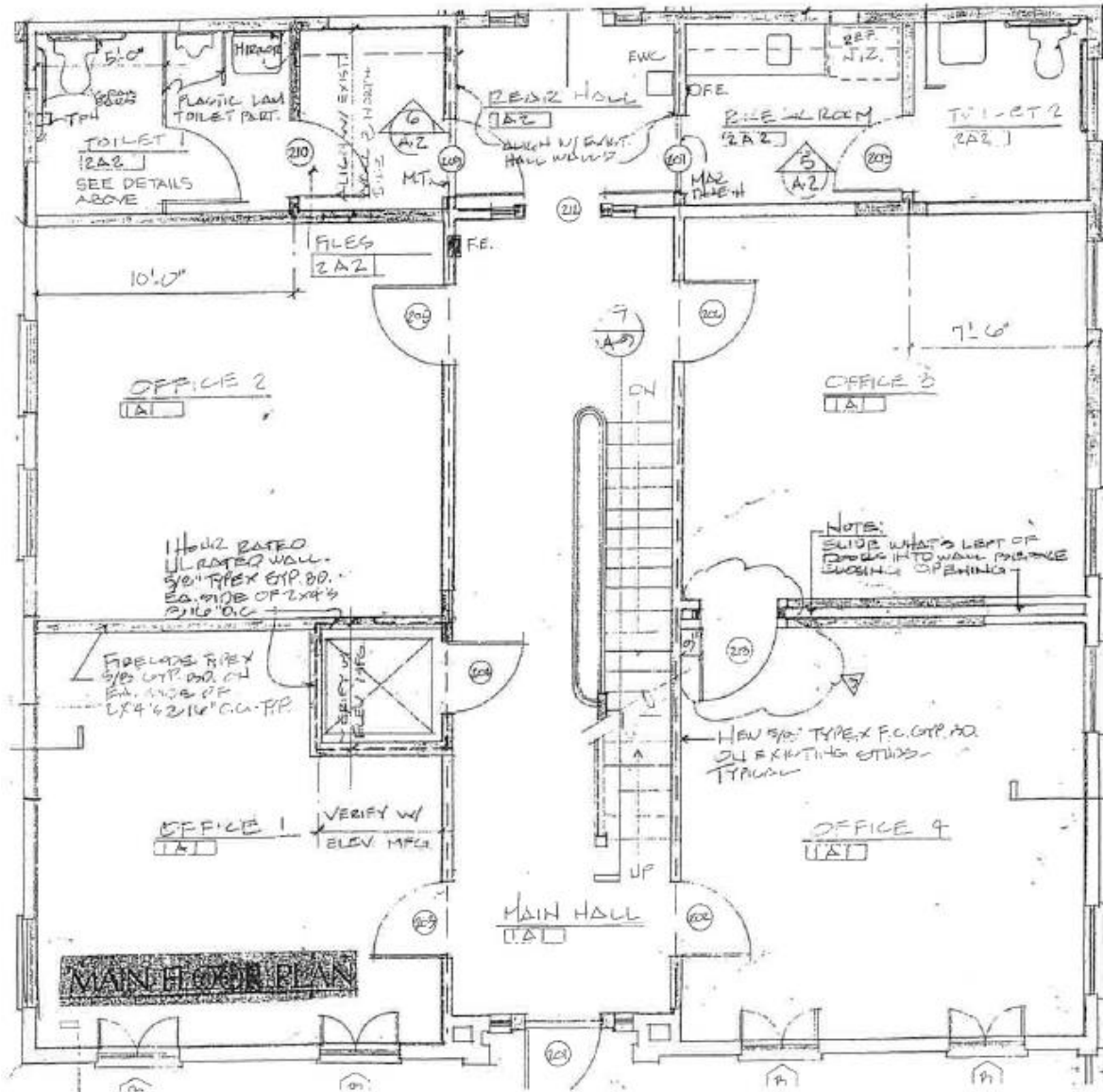
**WASH ROOMS**

- A. Daily
  - 1. Clean and polish all chrome fittings.
  - 2. Clean and sanitize toilet seats.
  - 3. Clean and polish all glass and mirrors.
  - 4. Empty all containers and disposals, insert liner as needed.
  - 5. Empty and sanitize interior of sanitary container.
  - 6. Dust metal partitions.
  - 7. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  - 8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  - 9. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  - 10. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
  
- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean metal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.
  
- C. Twice Weekly
  - 1. Wash and sanitize toilet and urinal partitions.
  - 2. Vacuum all carpeted areas.

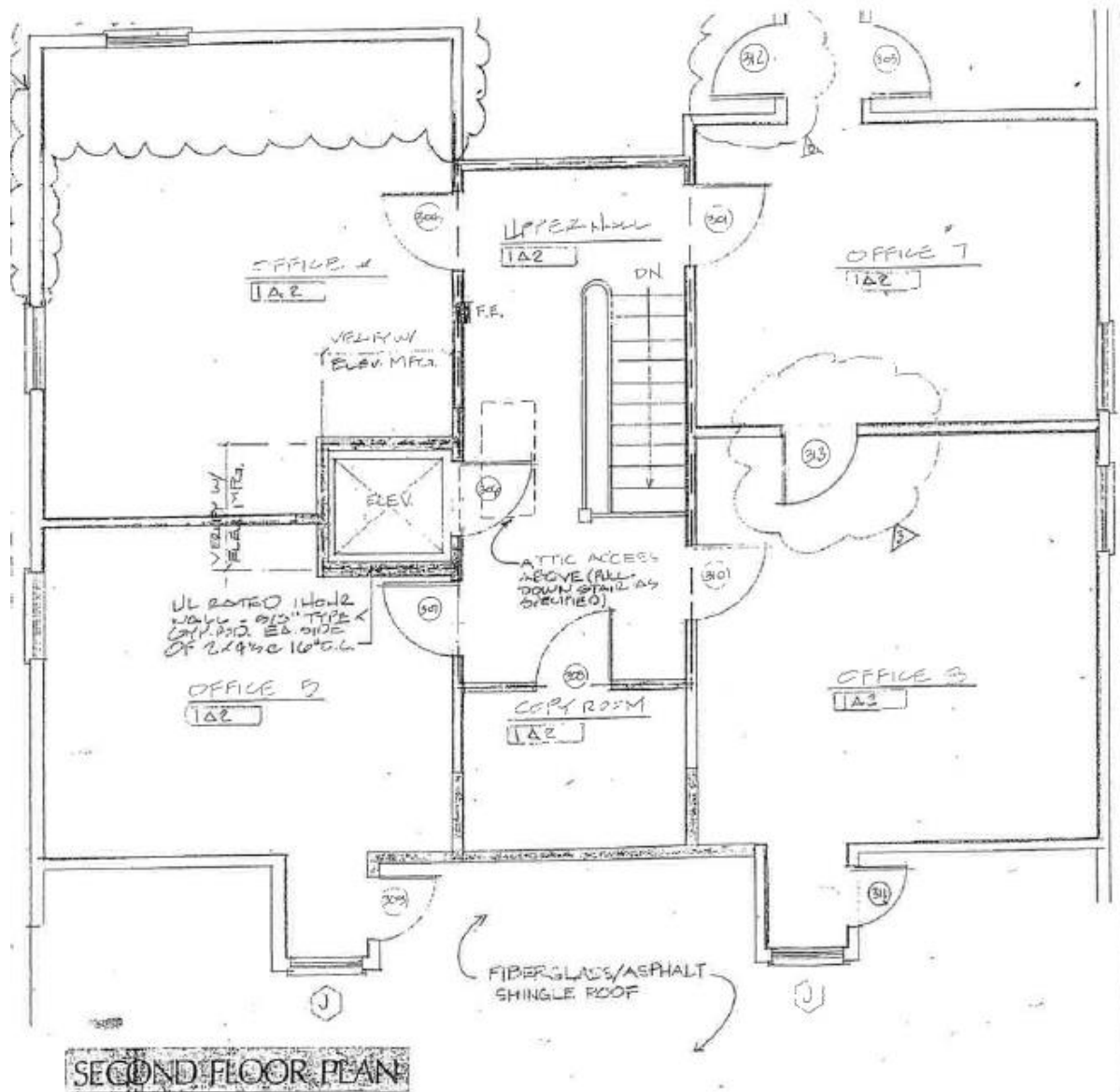
Tardy Cottage – Ground Floor



Tardy Cottage – 1<sup>st</sup> Floor



Tardy Cottage – 2<sup>nd</sup> Floor



**TECHNOLOGY BUILDING – 651 CHURCH STREET  
(Mondays – Fridays)**

**GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Transport trash to designated area.
  3. Dust all Furniture including desks, chairs, and tables.
  4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  5. Dust all exposed filing cabinets, bookcases, and shelves.
  6. Dust all telephones.
  7. Clean and sanitize drinking fountains.
  8. Clean counter tops and tables.
  9. Spot clean lobby glass including front doors and interior doors.
  10. Sweep/vacuum and dust stairways.
  11. Dust and spot clean elevators.
  12. Empty wastebaskets in Basement Rooms. Other daily tasks to be performed Twice Weekly in Basement except in hatched areas.
- B. Weekly
1. Clean and sanitize telephones
  2. Clean entire lobby interior glass.
  3. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
- C. Twice Monthly
1. Dust venetian blinds.
- D. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  3. Damp clean black boards if requested

**WASH ROOMS**

- A. Daily
1. Clean and polish all chrome fittings.
  2. Clean and sanitize toilet seats.
  3. Clean and polish all glass and mirrors.
  4. Empty all containers and disposals, insert liner as needed.
  5. Empty and sanitize interior of sanitary container.
  6. Remove spots, stains, and splashes from wall area adjacent to hand basins.
  7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc
  8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean toilet and urinal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

**FLOORS**

- A. Daily
  - 1. Dust mop or sweep
  - 2. Damp mop restrooms and lounges.
  - 3. Sanitize (restrooms).
- B. Twice Weekly
  - 1. Damp mop lobby.
- C. Weekly
  - 1. Spray buff open areas including knee space of desks.
- D. Twice Monthly
  - 1. Scrub and refinish to maintain adequate protective coating.
- E. Semi-Annually (or as needed)
  - 1. Strip, clean, refinish, and machine polish

**ALL CARPETED AREAS**

- A. Daily
  - 1. Vacuum open areas.
  - 2. Remove spots and stains.
- B. Weekly
  - 1. Thoroughly vacuum entire carpet areas.
- C. Monthly
  - 1. Machine shampoo with non-resoiling shampoo to penetrate into fibers.
  - 2. Clean with absorption disk on buffing machine.
  - 3. Vacuum the day after shampooing.
- D. Quarterly
  - 1. High power vacuum clean loose grit and soil from carpet pile.
  - 2. Pretreat to remove stains.
  - 3. Shampoo clean using rotary discs and non-resoiling shampoo solution.
  - 4. Clean or rinse extract using high performance extraction equipment.
  - 5. Deodorize with specific chemical agent to control odors.



**FURNITURE**

- A. Daily
  - 1. Vacuum Fabric.
  - 2. Damp wipe plastic.

**BREAKROOMS**

- A. Daily
  - 1. Wash and sanitize tabletops, damp clean seats, and backs of chairs.
  - 2. Empty all containers and disposals and sanitize interior.
- B. Weekly
  - 1. Wash and sanitize exterior of all containers.

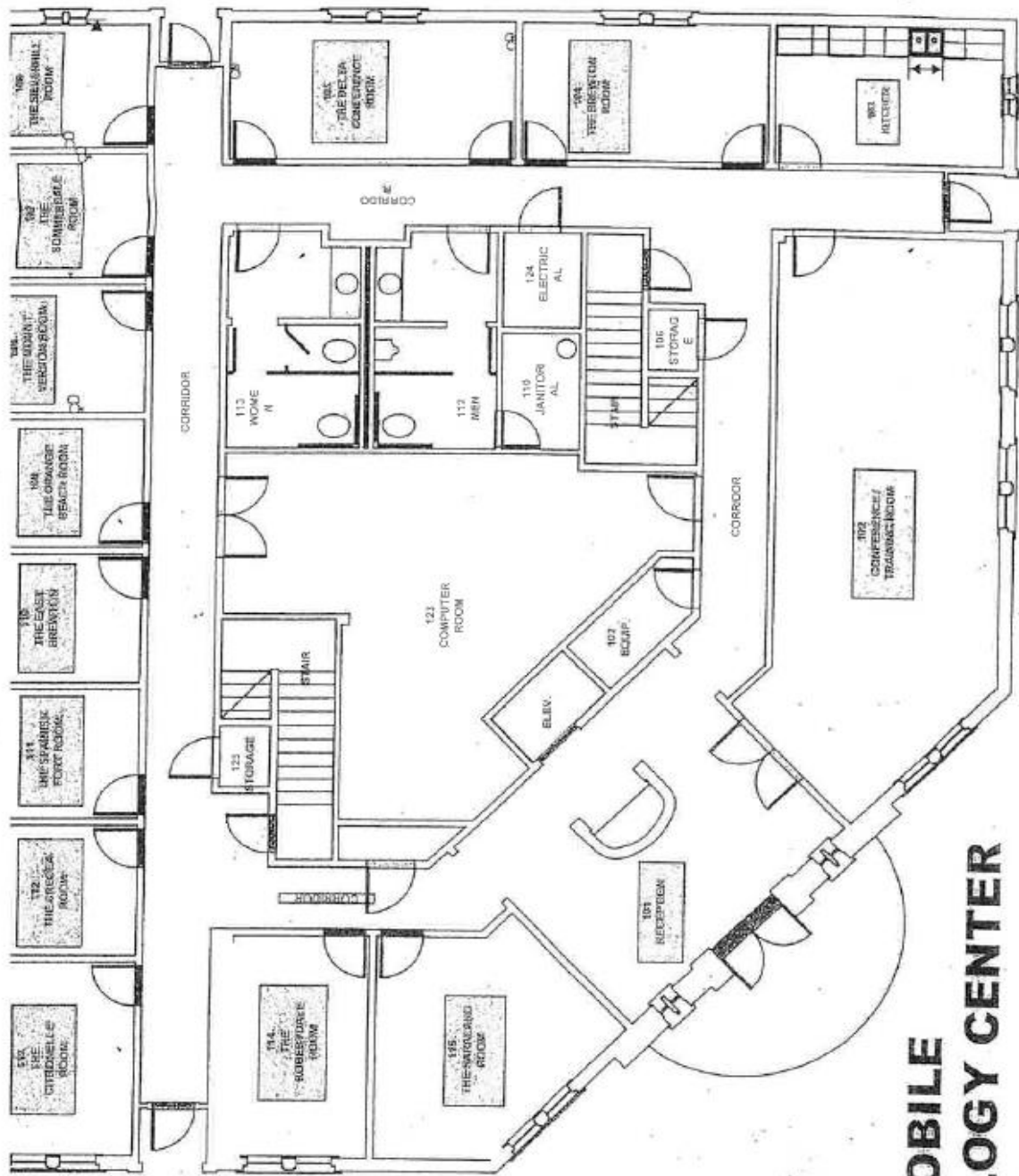
**STAIRWAYS AND HALLS**

- A. Daily
  - 1. Dust mop or sweep steps.
  - 2. Damp mop steps.
  - 3. Thoroughly vacuum carpet areas of hallways and stair landings.
  - 4. Remove spots & stains in carpet.

**ELEVATOR**

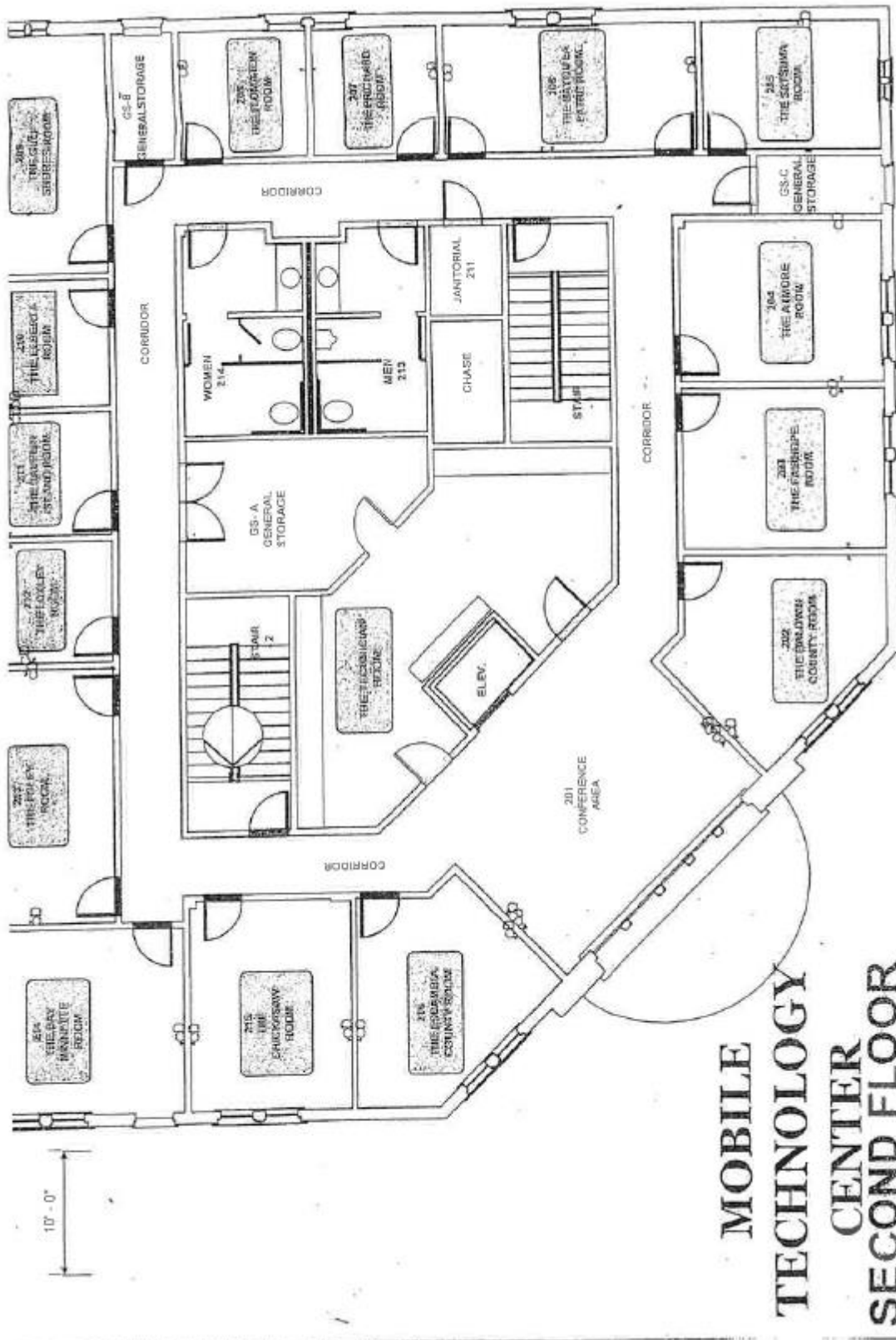
- A. Daily
  - 1. Damp mop floor.
- B. Weekly
  - 1. Damp clean walls and railings.

Technology Center – 1<sup>st</sup> Floor



**MOBILE  
TECHNOLOGY CENTER**

Technology Center – 2<sup>nd</sup> Floor



**TRAFFIC ENGINEERING DEPARTMENT  
(Mondays, Wednesday, and Fridays)**

**GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, CLEAN (2) TWO OFFICES IN WAREHOUSE, ETC.**

- A. Daily
1. Empty wastebaskets.
  2. Transport trash to designated area.
  3. Dust all furniture including desks, chairs, tables.
  4. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  5. Dust all exposed filing cabinets, bookcases, and shelves.
  6. Dust all telephones.
  7. Clean and sanitize drinking fountains.
  8. Clean counter tops and tables.
- B. Weekly
1. Clean and sanitize telephones
  2. Spot clean all windows and interior glass.
  3. Remove finger prints from doors, frames, light switches, kick and push plates, handles, railings.
  4. Chalk trough wet wiped.
- C. Monthly
1. High dust above hand height all horizontal surfaces, including shelves, moldings, ledges.
  2. Remove dust and cobwebs from ceiling areas, diffuser outlets.
  3. Clean entire interior glass
  4. Damp clean black boards if requested
- D. Quarterly
1. Dust venetian blinds.

**WASH ROOMS**

- A. Daily
1. Clean and polish all chrome fittings.
  2. Clean and sanitize toilet seats.
  3. Clean and polish all glass and mirrors.
  4. Empty all containers and disposals, insert liner as needed.
  5. Empty and sanitize interior of sanitary container.
  6. Remove spots, stains, splashes from wall area adjacent to hand basins.
  7. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.
  8. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
  9. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.
  10. Dust all furniture including tables, chairs, etc.

- B. Weekly
  - 1. Wash and sanitize exterior of all containers
  - 2. Spot clean toilet and urinal partitions.
  - 3. High dust above hand height all horizontal surfaces including shelves, ledges, moldings.
  
- C. Twice Weekly
  - 1. Wash and sanitize metal partitions.

**FLOORS**

- A. Daily
  - 1. Dust mop or sweep
  - 2. Damp mop restrooms and lounges.
  - 3. Sanitize (restrooms).
  
- B. Twice Weekly
  - 1. Damp mop offices.
  - 2. Spray buff open areas including knee space of desks.

**FURNITURE**

- A. Weekly
  - 1. Vacuum Fabric.
  - 2. Damp wipe plastic.

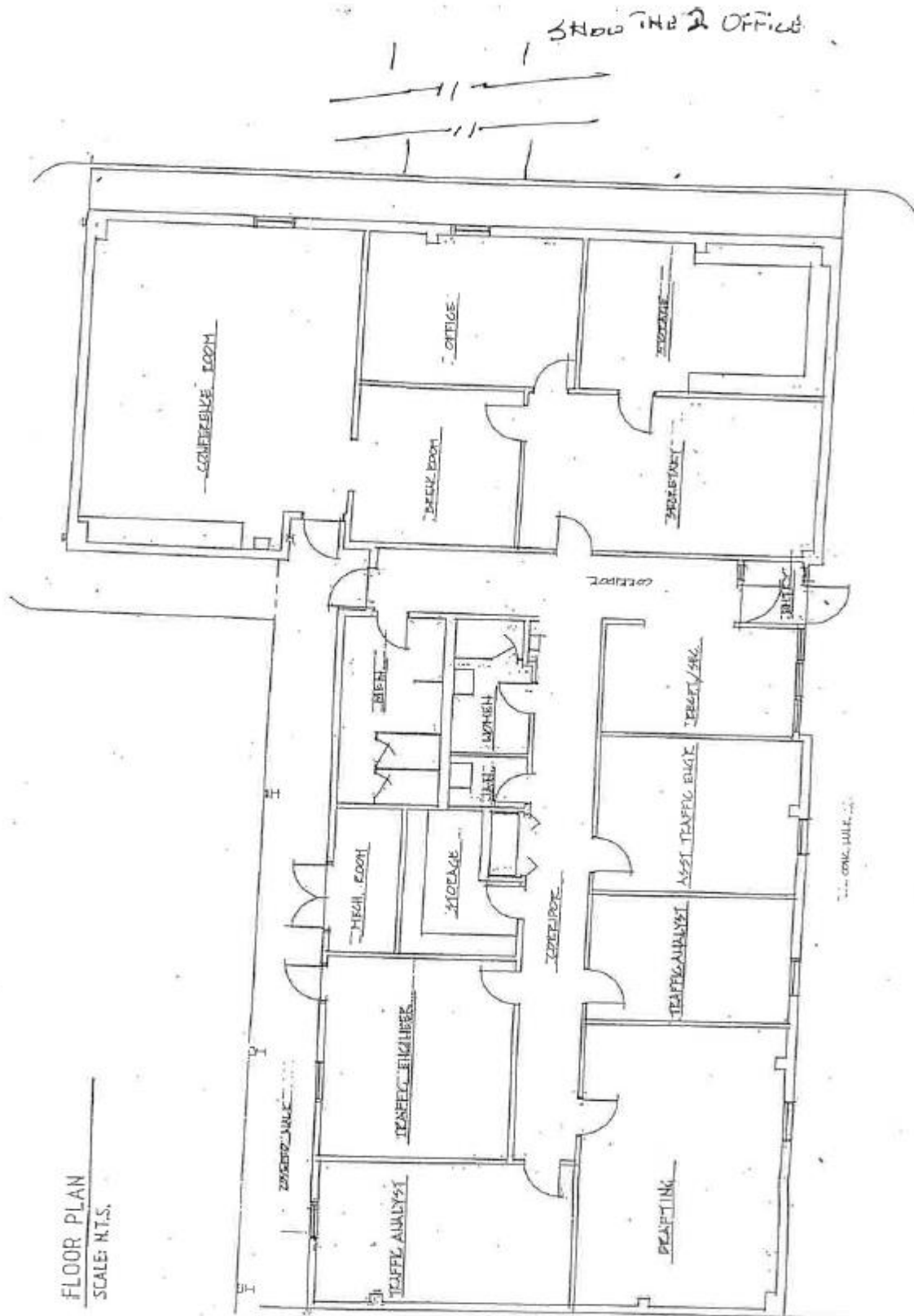
**CONFERENCE ROOM**

- 1. Regular services, same as for private offices, lobby and lounge.
- 2. Floor maintenance, see above.

**GENERAL**

- 1. Leave “at your Service”, notice on any observed irregularities.
- 2. Turn off all lights except those to be left on.
- 3. Close windows and lock all doors.
- 4. Report evacuation of building to security organization.

Traffic Engineering



**WESTERN ADMINISTRATIVE COMPLEX – 1851 Museum Drive  
(Mondays, Wednesday, and Fridays)****GENERAL PRIVATE OFFICES, LOBBY, LOUNGE, ETC.**

- A. Daily
  - 1. Empty wastebaskets.
  - 2. Remove and deposit trash to designated containers.
  - 3. Dust and spot clean all furniture including desks, chairs, tables, etc.
  - 4. Dust partitions, ledges and low moldings.
  - 5. Client papers on desks, tables, cabinets, etc., are not to be disturbed.
  - 6. Dust all exposed filing cabinets, bookcases, and shelves.
  - 7. Dust all telephones.
  - 8. Clean and sanitize drinking fountains.
  - 9. Clean counter tops and tables.
  - 10. Spot clean entryway glass.
  - 11. Vacuum all carpeted areas.
  - 12. Remove spots from carpet.
  - 13. Damp mop and remove all spills and stains on hard surface floors.
  - 14. Turn off all lights, close windows and lock doors as instructed.
  
- B. Weekly
  - 1. Spot clean all windows and interior glass.
  - 2. Damp clean baseboards.
  - 3. Damp clean laminated plastic wainscot.
  - 4. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.
  - 5. Clean and sanitize telephones.
  
- C. Twice Monthly
  - 1. Dust venetian blinds.
  - 2. Clean and refinish any worn or dirty tiles floor area.
  
- D. Monthly
  - 1. High dust above hand height all horizontal surfaces, including shelves, moldings, and ledges.
  - 2. Remove dust and cobwebs from ceiling areas, clean vents and diffuser outlets.
  - 3. Hand dust wood paneling.
  - 4. Vacuum acoustical paneling.
  - 5. Clean entire interior glass.
  
- E. Quarterly
  - 1. Shampoo carpet.
  - 2. Vacuum fabric furniture.
  - 3. Damp wipe plastic furniture.
  
- F. Semi-annually (or as needed)
  - 1. Strip and refinish floors.

**WASH ROOMS**

A. Daily

1. Clean and polish all chrome fittings.
2. Clean and sanitize toilet seats.
3. Clean and polish all glass and mirrors.
4. Empty all containers and disposals, insert liner as needed.
5. Empty and sanitize interior of sanitary container.
6. Dust metal partitions.
7. Remove spots, stains, and splashes from wall area adjacent to hand basins.
8. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc
9. Refill all dispensers to normal limits; napkins, soap, tissue, towels, liners, etc.
10. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, heating outlets.

B. Weekly

1. Wash and sanitize exterior of all containers
2. Spot clean toilet and urinal partitions.
3. High dust above hand height all horizontal surfaces including shelves, ledges, and moldings.

Twice Weekly

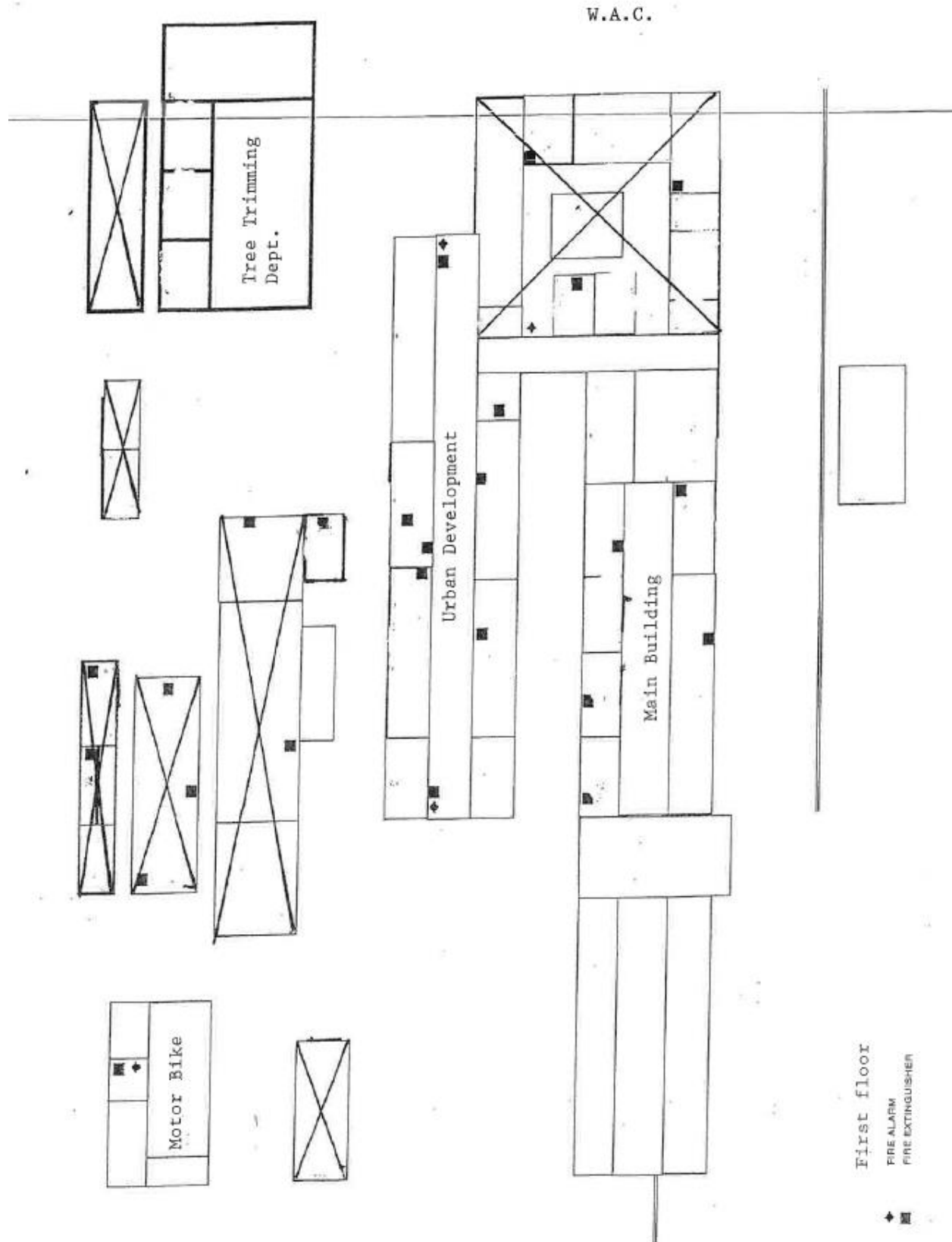
1. Wash and sanitize metal partitions.
2. Vacuum all carpeted areas.

**MOTOR BIKE OFFICE**

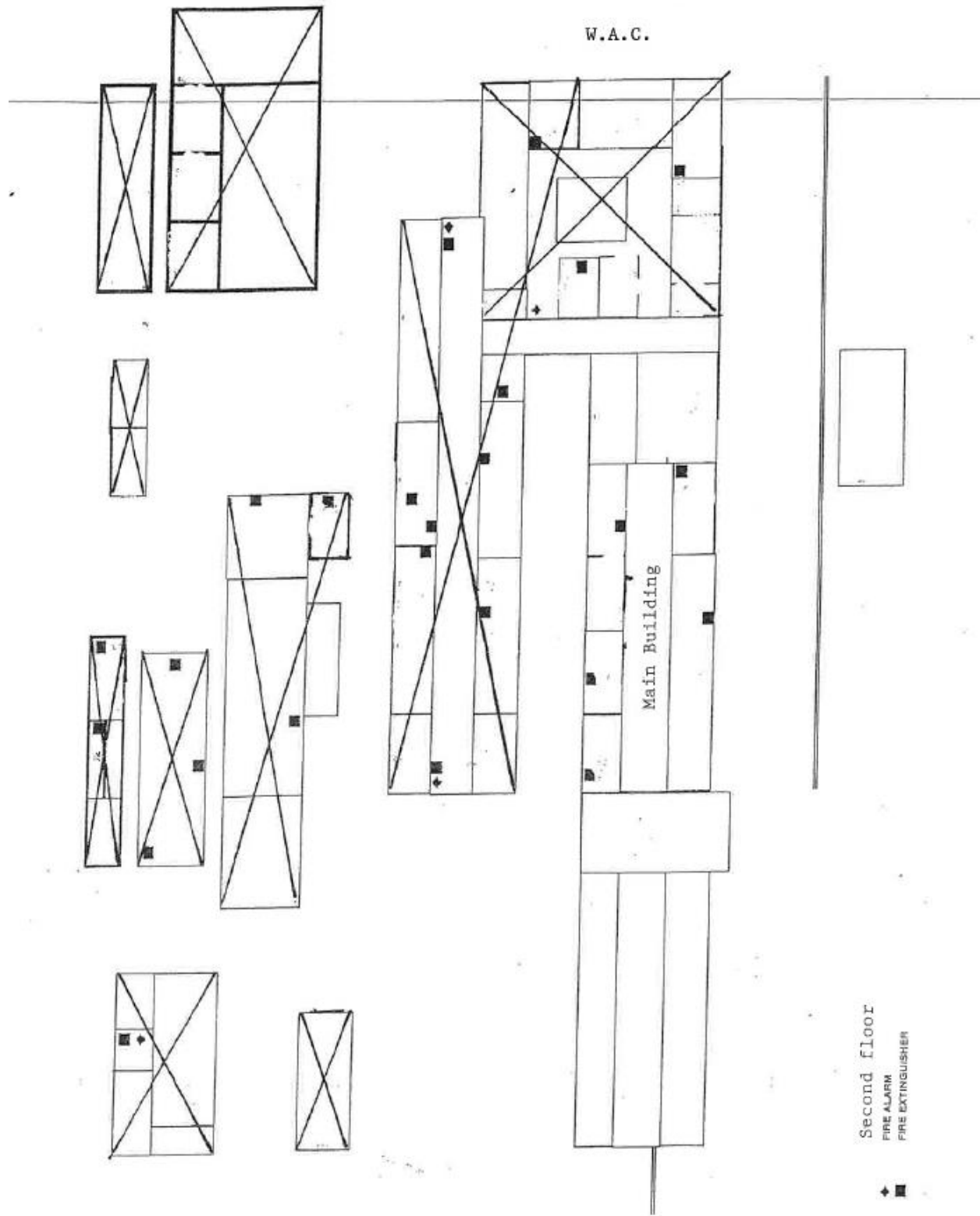
- A. Clean Wednesday only (Include Shower).



Western Administrative Complex – 1<sup>st</sup> Floor



Western Administrative Complex – 2<sup>nd</sup> Floor

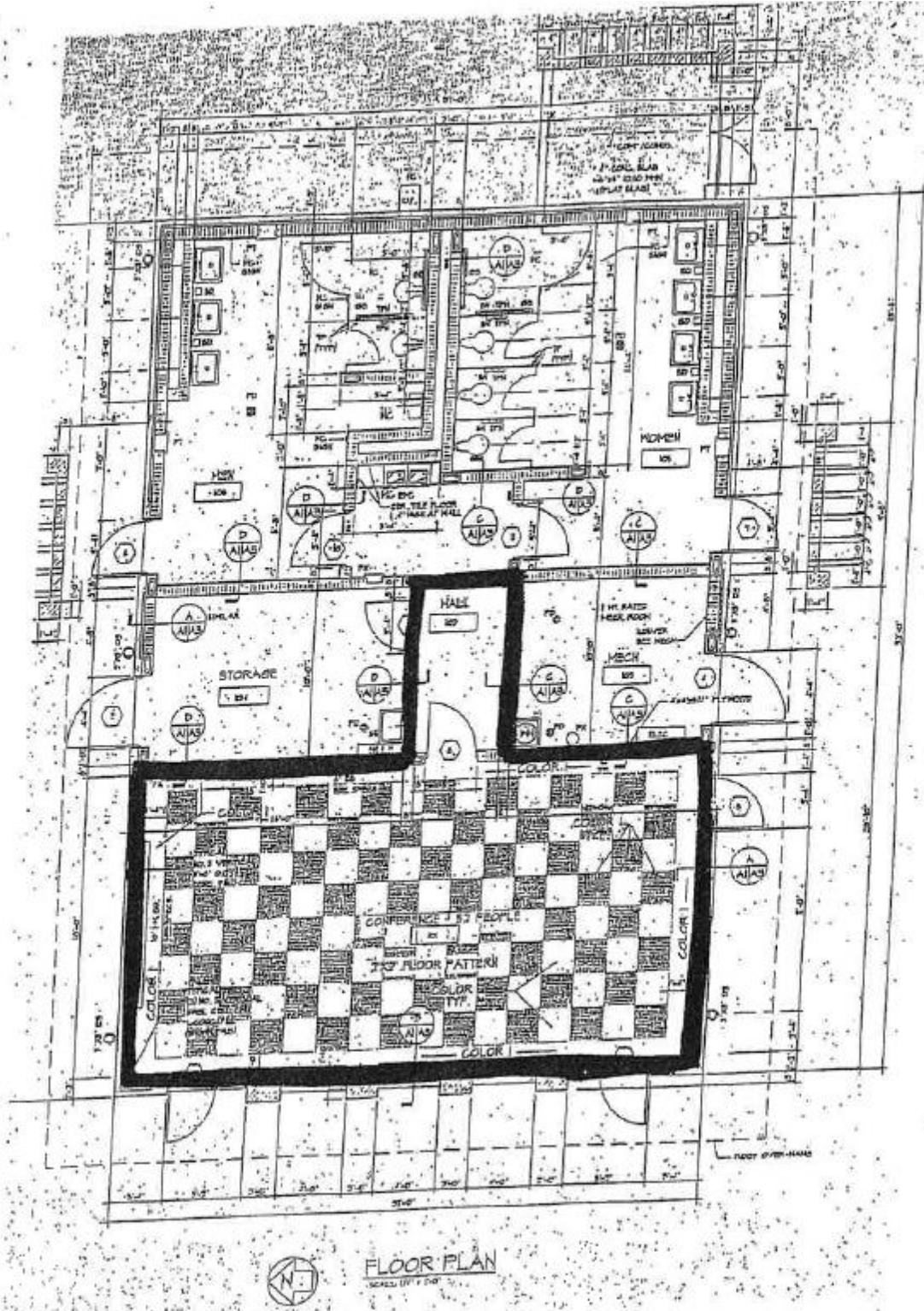


**Copeland Cox Tennis Center-Bldg A & B – 851 Gaillard Drive  
(Quarterly Service)**

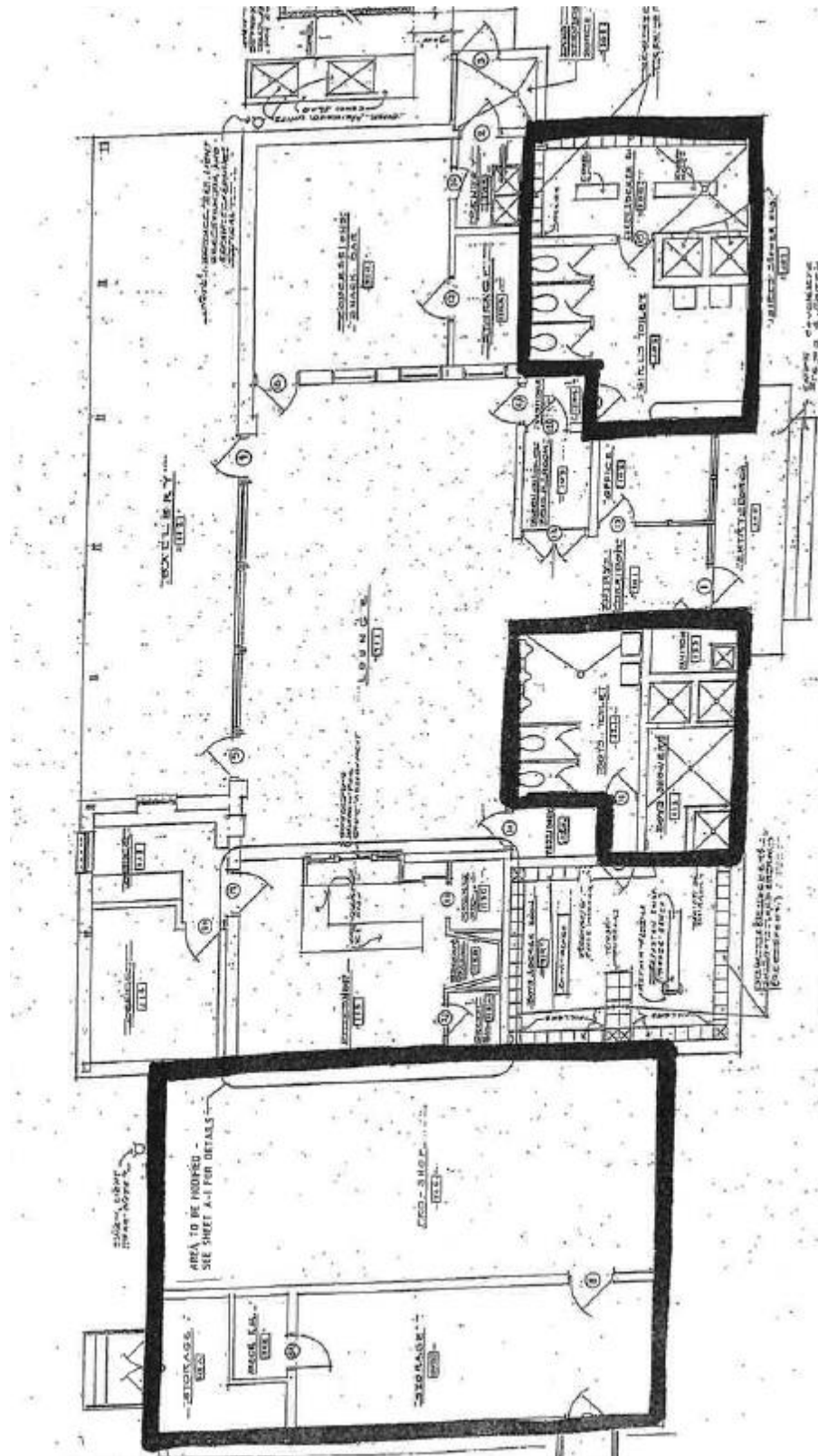
**ALL VCT FLOORS**

- A. Quarterly
  - 1. Strip and wax VCT floors – Schedule work after 5:00 pm Monday thru Friday or on weekends with prior approval.

Copeland Cox Tennis Center



Copeland Cox Tennis Center -

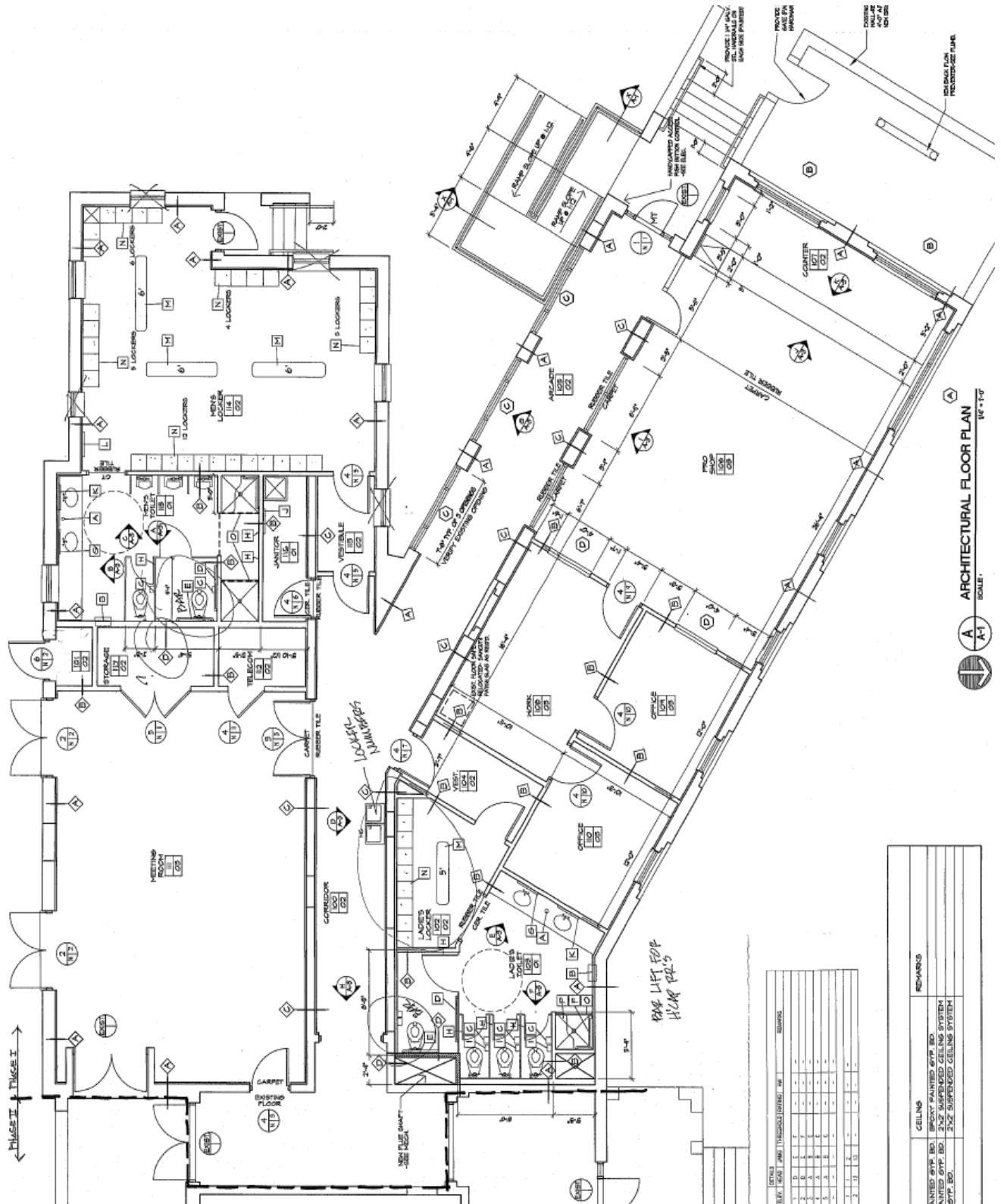


**AZALEA CITY GOLF COURSE CLUB HOUSE – 1000 GAILLARD DRIVE  
(Quarterly Service)**

Deep Cleaning of the Club House:

4. Clean and dust all registers and return air vents throughout the building.
5. Clean all window ledges and interior windows.
6. Vacuum and shampoo all carpet areas.
7. Thorough cleaning of all rubber tiled flooring.
8. Wipe down of all door hardware.
9. Sanitize Cleaning of restrooms and locker rooms
  - i. Sanitize exterior of lockers
  - ii. Sanitize partitions
  - iii. Disinfect toilets, urinals, and showers
  - iv. Sanitize sinks and countertops
  - v. Sanitize floors and baseboards
  - vi. Sanitize all other surfaces including benches, chairs, countertops, etc.

Azalea City Golf Course Club House



END OF SECTION

EXHIBIT C – SERVICE CONTRACT EVALUATION FORM



# Building Services Department Service Contract Evaluation

Service Contract: SC-031-19

Service Contractor: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

The Contractor performed work during the month of \_\_\_\_\_, 20\_\_.

The services were \_\_\_\_ were not \_\_\_\_ satisfactory.

1. Please described any issues/concerns with the quality of the services performed.

2. Did you bring any of the above issues to the contractor's representative? If so, when and to whom? If not, why not?

3. Any suggestions/recommendations to improve the quality of the service?

Please return to:

Building Services Department or via email: [ozzie@cityofmobile.org](mailto:ozzie@cityofmobile.org)